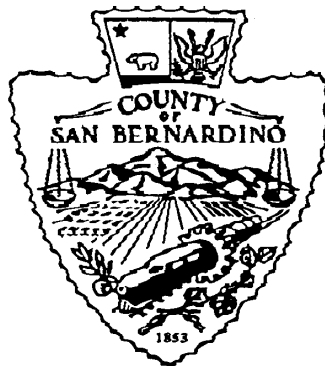


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MEMORANDUM OF UNDERSTANDING

SPECIALIZED PEACE OFFICER & SPECIALIZED PEACE OFFICER – SUPERVISORY 2001-2005



COUNTY OF SAN BERNARDINO
AND
SAN BERNARDINO COUNTY SAFETY EMPLOYEES' BENEFIT ASSOCIATION

**2001-2005
MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SAN BERNARDINO AND
THE SAN BERNARDINO COUNTY SAFETY EMPLOYEES' BENEFIT ASSOCIATION
CONCERNING THE EMPLOYEES IN THE
SPECIALIZED PEACE OFFICER AND SPECIALIZED PEACE OFFICER – SUPERVISORY
UNITS**

PREAMBLE

This Memorandum of Understanding by and between all members of the Employee Relations Committee for the Specialized Peace Officer and Specialized Peace Officer – Supervisory Units contains the complete results of negotiations concerning wages, hours and other terms and conditions of employment for employees in the Units. The parties hereto have met and conferred in good faith exchanging various proposals in an attempt to reach agreement.

NOW, THEREFORE, the members of the Employee Relations Committee for the Specialized Peace Officer and Specialized Peace Officer – Supervisory Units including authorized representatives of the County, and the San Bernardino County Safety Employees' Benefit Association (hereinafter referred to as SEBA) hereby agree as follows.

RECOGNITION

ALL UNITS

Pursuant to the provisions of the Employee Relations Ordinance of the County of San Bernardino and applicable State law, the San Bernardino County Safety Employees' Benefit Association (SEBA) was certified on August 25, 1999, by the State Mediation and Conciliation Service as the exclusive recognized employee organization for County employees in the Specialized Peace Officer and Specialized Peace Officer - Supervisory Units.

The County hereby recognizes SEBA as the exclusive recognized employee organization for the employees in the employee classifications comprising said Units as listed in the Salary Adjustment Article hereof, as well as employees in such classes as may be added to these Units hereafter by the County.

ACCESS TO WORK LOCATIONS

ALL UNITS

The parties recognize and agree that in order to maintain good employee relations, it is necessary for Labor Advocates of SEBA to confer with County employees during working hours.

Therefore, SEBA Labor Advocates will be granted access to work locations during regular working hours to investigate and process grievances or appeals. SEBA Labor Advocates shall be granted access upon notifying the appointing authority or designated management representative prior to entering a work location and following applicable security protocol. However, the appointing authority or designated management representative may deny access or terminate access to work locations if, in their judgment, it is deemed that the visit would interfere with the efficiency, safety, or security of County operations. If access is denied or

terminated, the appointing authority or designated management representative shall establish a mutually agreeable time for access to the employee. The appointing authority shall not unreasonably withhold timely access to work locations.

SEBA Labor Advocates granted access to work locations shall limit such visits to a reasonable period of time, taking into consideration the nature of the grievance or appeal.

The appointing authority or designated management representative may mutually establish with the SEBA Labor Advocate reasonable limits as to the number of visits authorized with the same employee on the same issue, and reasonable limits as to the number of employees who may participate in a visit when several employees are affected by a specific issue. The County shall not unduly interfere with SEBA's access right to work locations.

ACCIDENTAL DEATH AND DISMEMBERMENT

ALL UNITS

Section 1

Effective September 7, 2002, the County agrees to pay the premium for an Accidental Death and Dismemberment Insurance policy for each regular employee in the Deputy Coroner Investigator and Supervising Deputy Coroner Investigator classifications scheduled to work at least forty (40) hours per pay period according to the following schedule:

Hours Scheduled	Amount of Coverage
40-60 hours per pay period	\$30,000
61-80 hours per pay period	\$60,000

Coverage will become effective on the first day of the pay period in which the employee is paid for one half plus one of the scheduled hours.

Section 2 – Voluntary Coverage

Any employee may purchase amounts of Accidental Death and Dismemberment Insurance coverage for themselves and dependents through payroll deduction according to the following schedule:

EMPLOYEE COVERAGE	DEPENDENT COVERAGE		
	SPOUSE ONLY	SPOUSE AND EACH CHILD	
\$ 10,000	\$ 5,000	\$ 4,000	\$ 500
\$ 25,000	\$ 12,500	\$ 10,000	\$1,250
\$ 50,000	\$ 25,000	\$ 20,000	\$2,500
\$100,000	\$ 50,000	\$ 40,000	\$5,000
\$150,000	\$ 75,000	\$ 60,000	\$5,000
\$200,000	\$100,000	\$ 80,000	\$5,000
\$250,000	\$125,000	\$100,000	\$5,000

The County agrees to provide these benefits subject to carrier requirements. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

New employees shall become eligible to participate in these programs on the start of the pay period following completion of 1,040 service hours of satisfactory service.

Section 3 – Effective Date of Coverage

All persons eligible for the foregoing programs of insurance will be covered for the insurance on the date the insurance becomes effective, or in the case where the employee is absent on the date the insurance becomes effective because of illness, the insurance will commence on the date of return to work.

ADMINISTRATIVE LEAVE

SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT

Effective pay period 1 of each year, an employee in a regular position in this Unit will be provided with forty (40) hours of Administrative Leave time for the employee's use. Employees hired after the beginning of pay period 1, shall be credited with Administrative Leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof).

Administrative Leave will be separate from and in addition to any Vacation or Holiday Leave. Administrative Leave shall be paid at the employee's base rate of pay, unless otherwise provided in this Agreement, and may be used on the same basis and under the same conditions as Vacation Leave.

Administrative Leave may be cashed out at the employee's then current base rate of pay in increments of one (1) hour one (1) time during the calendar year to the extent that the hours would have accrued at the rate of 3.33 hours per month minus any hours used up to that time. Any Administrative Leave accrual balances in effect at the end of the final pay period of each year, i.e., pay period 26 or 27, when applicable, will automatically be paid at the employee's then current base rate of pay. Employees may designate that cash out of Administrative Leave be allocated to the County's Section 457 Deferred Compensation Plan consistent with the requirements and restrictions of such Plan. Upon termination of employment or appointment to a position in another occupational Unit, unused Administrative Leave will be paid at the current rate of pay only by the amount of hours that would have been accrued at the rate of 3.33 hours per month minus the total number of hours previously used and cashed out.

Employees may only submit amended Time and Labor Reports (TLRs) to charge Administrative Leave for pay periods in which another leave type was charged, if such amended TLRs are submitted within two (2) pay periods of the pay period to be amended; provided, however, that Administrative Leave may not be substituted for Holiday Leave.

AGENCY SHOP

SPECIALIZED PEACE OFFICER UNIT

All current employees who are in a job classification within the Specialized Peace Officer Unit shall, within the first pay period following approval of this Agreement by the Board of

Supervisors, become a member of SEBA or pay to SEBA a service fee in an amount established by SEBA; provided, however, that the unit member may authorize payroll deduction for such a fee. Employees who are hired after this Agreement is approved by the Board of Supervisors, and who are in a job classification within this Unit, shall within the first pay period from the date of commencement of duties as an employee, become a member of SEBA or pay to SEBA a service fee in an amount equal to SEBA's biweekly dues; provided, however, that the unit member may authorize payroll deduction for such fee.

Dues withheld by the County shall be transmitted to the SEBA Officer designated in writing by SEBA as the person authorized to receive such funds, at the address specified.

The parties agree that the obligations herein are a condition of continued employment for Unit members. The parties further agree that the failure of any Unit member covered by the Article to remain a member in good standing of SEBA or to pay the equivalent of SEBA dues during the term of this Agreement shall constitute, generally, just and reasonable cause for termination.

The County shall not be obligated to put into effect any new, changed or discontinued deduction until a payroll deduction card is submitted to the Auditor/Controller-Recorder in sufficient time to permit normal processing of the change or deduction.

No unit member shall be required to join SEBA or to make an agency fee payment if the Unit member is an actual, verified member of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting employee organizations; this exemption shall not be granted unless and until such Unit member has verified the specific circumstances. Such employee must, instead arrange with SEBA to satisfy his/her obligation by donating the equivalent amount to a non-labor, non-religion charitable fund, tax-exempt under Section 501(c)(3) of the Internal Revenue Code (IRC), chosen by the employee, from the following: United Way; American Cancer Society; or American Heart Association. SEBA shall be responsible for determinations under this paragraph. Proof of payments shall be made on a monthly basis to the public agency as a condition of continued exemption from the requirement of financial support to the public employee organization.

SEBA shall be fully responsible for expending funds received under this Article consistent with all legal requirements for expenditures of employee dues which are applicable to public sector labor organizations.

Whenever a Unit member shall be delinquent in the payment of dues or fees, SEBA shall give the Unit member written notice thereof and fifteen (15) days to cure the delinquency; a copy of said notice shall be forwarded to the County's Human Resources Division Chief. In the event the Unit member fails to cure said delinquency, SEBA shall request, in writing, that the County initiate termination proceedings. The termination proceedings shall be governed by applicable laws and are specifically excluded from the Grievance Procedure.

The County shall not deduct monies specifically earmarked for a Political Action Committee or other political activities.

SEBA shall keep an adequate itemized record of its financial transactions and shall make available annually to the County and, upon request to the employees who are members of SEBA within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its President and Treasurer or corresponding Principal Officer or by a Certified Public

Accountant. A copy of financial reports required under or referred to in the Labor-Management Disclosure Act of 1959 or Government Code Section 3546.5 shall satisfy this requirement.

This organizational security arrangement shall be null and void if rescinded by a vote of employees in the unit pursuant to Government Code Section 3502.5(d). SEBA hereby agrees to defend, indemnify and hold harmless the County of San Bernardino and its officers and employees from any claim, loss, liability or cause of action of any nature whatsoever arising out of the operation of this Article.

SEBA's indemnity and liability obligation is more fully set forth as follows:

- (a) SEBA shall defend, indemnify and hold harmless the County of San Bernardino and its Officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of this Article. Upon commencement of such legal action, administrative proceeding, or claim, SEBA shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against the County or its Officers and employees because of any application of this Article shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of SEBA shall not diminish SEBA's defense and/or indemnification obligations under this Agreement.
- (b) The County, immediately upon receipt of notice of such claim, proceeding or legal action shall inform SEBA of such action, provide SEBA with all information, documents, and assistance necessary for SEBA defense or settlement of such action and fully cooperate with SEBA in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by SEBA.

ANNUAL LEAVE

SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT

Effective pay period 1 of each year, an employee in a regular position in this Unit shall be credited with forty (40) hours of Annual Leave for the employee's use. Employees appointed to a position in this Unit after the beginning of pay period 1, shall be credited with Annual Leave prorated on a monthly basis, based upon the annual rate of forty (40) hours (i.e., 3.33 hours per month, or any portion thereof).

Annual Leave will be separate from and in addition to any Vacation or Holiday Leave. Annual Leave shall be paid at the employee's base rate of pay, unless otherwise provided in this Agreement, and may be used on the same basis and under the same conditions as Vacation Leave.

If any Annual Leave remains at the end of the final pay period of each year, i.e., pay period 26 or 27, when applicable, it shall not be cumulative into the next calendar year nor shall there be any conversion to cash.

Employees who are appointed to a position in an occupational Unit that does not contain an Annual Leave provision and who have been denied in writing the opportunity to use the leave due to work urgency shall receive in cash payment the prorated amount of Annual Leave from the start of pay period 1 to the date of Unit change (i.e., 3.33 hours per month) minus any Annual Leave hours used up until that time. Where an employee has elected to use Vacation

Leave in lieu of Annual Leave, the prorated Annual Leave shall be reduced by the number of vacation hours utilized. In those instances where an employee returns to the Unit prior to the end of the calendar year, the Annual Leave for the remainder of the calendar year shall be credited on a pro rata share (i.e., 3.33 hours per month). This provision applies only to these specific circumstances and expressly excludes its application to any other set of circumstances.

Employees may only submit amended Time and Labor Reports to charge Annual Leave for pay periods in which another leave type was charged, if such amended TLRs are submitted within two (2) pay periods of the pay period to be amended; provided, however, that Annual Leave may not be substituted for Holiday Leave.

AUTHORIZED EMPLOYEE REPRESENTATIVES

ALL UNITS

Section 1 – Authorized Employee Representatives

SEBA may designate employees as authorized employee representatives or alternates to represent employees in the processing of grievances or during disciplinary proceedings subject to the following rules and procedures:

- (a) SEBA may designate at least one (1) authorized employee representative in each major geographic location for which the Probation Department, Coroner's office and HSS Fraud Investigations maintain a work force. SEBA shall be entitled to one (1) alternate for each authorized employee representative; provided, that the alternate shall be located at the same major geographic location as their appropriate representative.
- (b) SEBA will designate only employees who have obtained regular status.
- (c) SEBA shall file with the affected Department Head, Department Human Resources Officer, and the Employee Relations Division Chief, a written list of all employees designated as authorized employee representatives and alternates, such list to be kept current by SEBA by filing a notification of change of authorized employee representatives.
- (d) Time spent during regularly scheduled work hours by an authorized employee representative or alternate in representing an employee shall only be compensated by the County at such representative's or alternate's base rate of pay.
- (e) Time off with pay shall not be authorized for the purpose of conducting general SEBA business.
- (f) County vehicles, supplies and equipment may not be used. County telephones may not be used in implementing the provisions of this Article if such use would unduly interfere with the efficiency, safety, or security of the County operations.

Section 2 – Handling of Grievances and Disciplinary Proceedings

At the request of an employee, an authorized employee representative or alternate may investigate a real or prospective grievance and represent the employee at the resulting proceedings or represent the employee during disciplinary proceedings.

Prior to participating in a grievance or disciplinary proceeding, the authorized employee representative or alternate and affected employee shall first obtain authorization from their immediate supervisor(s). The immediate supervisor(s) may deny such request if it is deemed that such a request would unduly interfere with the efficiency, safety, or security of County operations. If the request is denied, the immediate supervisor will establish an alternate time convenient to the County and employees when the authorized employee representative or alternate and affected employee can reasonably expect to be released from their work assignment.

Employees must use the authorized SEBA representative(s) or SEBA Labor Advocate assigned to their geographic location to process a grievance or to be represented for the purpose of discipline protection; provided that if an employee chooses to be represented by any other employee for the purpose of handling a grievance or discipline proceeding, such employee shall not be compensated by the County. Additionally, any authorized employee representative shall not be compensated for attendance at any grievance or disciplinary proceeding at which an SEBA Labor Advocate is in attendance and/or representing the employee.

Section 3 – SEBA Board Meetings

Employees in these Units who are elected to serve on the SEBA Board of Directors will be permitted to attend SEBA's monthly Board meetings on County time; provided, however, that no such employee shall be released for more than two (2) hours per meeting, plus reasonable travel time between the assigned work location and the meeting location (no more than two additional hours). It is recognized that occasionally the SEBA President may call a special (unscheduled) Board meeting. Up to two (2) hours release time, plus reasonable commute time from the assigned work location to the meeting location, shall be provided for Board members to attend three (3) such special meetings per calendar year; provided that no more than four (4) hours may be granted for any such meeting.

Monthly, SEBA shall notify the County of the Board members who attended the previous Board meeting(s).

BENEFIT PLAN

ALL UNITS

Section 1 – Benefit Plan Contributions

- (a) Employees in a regular position scheduled and paid for a minimum of forty-one (41) hours per pay period are eligible to receive the benefits of this Section.
- (b) The bi-weekly amount of the County provided Benefit Plan for Specialized Peace Officer Unit employees shall be one hundred thirty-three dollars and eighty-five cents (\$133.85) per pay period.
- (c) The bi-weekly amount of the County provided Benefit Plan for Specialized Peace Officer – Supervisory Unit employees shall be one hundred thirty-eight dollars and forty-seven cents (\$138.47) per pay period.
- (d) Under no circumstances will the monetary value of the Benefit Plan be prorated.

- (e) Employees who are on an approved medical leave of absence and whose paid hours in a pay period are less than forty-one (41) hours will continue to receive the benefits of this Section for up to six (6) pay periods per episode of illness or injury. Employees who are on an approved Workers' Compensation claim shall receive the benefits of this Section for up to twenty (20) pay periods while off work due to that work injury. Employees who are integrating paid leave time with either Short Term Disability (STD) insurance provided by the County or State Disability Insurance (SDI) shall receive the benefits of this Section under the following circumstances: upon election of full integration of disability payments and paid leave time, employees who are paid less than forty-one (41) hours but have available leave balances of forty-one (41) hours or more shall receive the benefits of this Section. Employees who are on an approved leave of absence without pay under the Family Medical Leave Act of 1993 will continue to receive the Benefit Plan dollars for up to six (6) pay periods. Employees who are on a leave of absence without pay shall not be eligible to receive the monetary benefits of this Section unless on a medical leave or a Family Medical Leave Act eligible leave.

Effective July 27, 2002, the following language replaces the preceding language:

- (a) Employees in a regular position scheduled for a minimum of forty (40) hours per pay period are eligible to receive the benefits of this Section in the amounts described in (b) below. Employees must be paid for at least one-half plus one hour of their scheduled hours in order to receive the benefits of the Section. For instance, an employee scheduled to work eighty (80) hours per pay period must be paid at least forty-one (41) hours to be eligible for the benefits of this Section.
- (b) Except as provided in Section 3 (Health and Dental Plan Coverage), the bi-weekly amount of the County provided Benefit Plan will be as follows:

Effective Date	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
July 27, 2002	\$82.50	\$165.00
July 12, 2003	\$87.50	\$175.00
July 10, 2004	\$95.00	\$190.00

- (c) Under no circumstances will the monetary value of the Benefit Plan be prorated.
- (d) Employees who are on an approved medical leave of absence and whose paid hours in a pay period are less than the required number of hours designated in (a) will continue to receive the benefits of this Section for up to six (6) pay periods per episode of illness or injury. Employees who are on an approved Worker's Compensation claim shall receive the benefits of this Section for up to twenty (20) pay periods while off work due to that work injury. Employees who are integrating paid leave time with either Short Term Disability (STD) insurance provided by the County or State Disability Insurance (SDI) shall receive the benefits of this Section under the following circumstances: upon election of full integration of disability payments and paid leave time, employees who are paid less than one-half plus one of their scheduled hours but have available leave balances of one-half plus one of their scheduled hours or more shall receive the benefits of this Article. Employees who are on an approved leave of absence without pay under the Family Medical Leave Act of 1993 will continue to receive the Benefit Plan dollars for up to six (6) pay periods. Employees who

are on a leave of absence without pay shall not be eligible to receive the monetary benefits of this Section unless on a medical leave or a Family Medical Leave Act eligible leave.

Section 2 – Section 125 Premium Conversion Plan

- (a) Eligible employees shall be provided with a Section 125 Premium Conversion Plan. The purpose of the Plan is to provide employees a choice between paying premiums with either pre-tax salary reductions or after-tax payroll deductions for health insurance, dental insurance, voluntary life (to the IRS specified limit) and accidental death and dismemberment insurance premiums currently maintained for Unit employees or any other program(s) mutually agreed upon by the parties. The amount of the pre-tax salary reduction or after-tax payroll deduction must be equal to the required insurance premium.
- (b) Benefit Plan elections shall not reduce earnable compensation for purposes of calculating benefits or contributions for the San Bernardino County Employees' Retirement Association.
- (c) To be eligible for this benefit, an employee must be in a regular position and be regularly scheduled to work at least forty-one (41) hours in a pay period or be on an approved leave pursuant to the Family Medical Leave Act. Effective July 13, 2002, an employee must be in a regular position and be regularly scheduled to work at least forty (40) hours in a pay period or be on an approved leave pursuant to the Family Medical Leave Act.
- (d) Election of pre-tax and after-tax payroll deductions shall be made within thirty (30) days of the initial eligibility period in a manner and on such forms designated by the Human Resources Employee Benefits and Services Division Chief. Failure to timely submit appropriate paperwork will result in after-tax deductions for all eligible premiums for the remainder of the Plan year.
- (e) Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Plan Document. Examples of mid-year qualifying events include: marriage, divorce, birth, adoption, death, over age dependent, loss of student status, your or your spouse's reduction in work hours, loss of spouse's employment, gain or loss of spouse's insurance, relocation outside an HMO network service area, entitlement to Medicare for you or your dependent, significant increase in County insurance cost during the Plan year, loss of Medi-Cal or Medicaid coverage and spouse's or dependent's open enrollment. The employee must submit request for a change due to a mid-year qualifying event within thirty (30) days of the qualifying event. Changes will be authorized by the Human Resources Employee Benefits and Services Division Chief, or his/her designee, as long as the change is made on account of or consistent with an employee's change in status.

Section 3 – Health and Dental Plan Coverage

- (a) All eligible employees scheduled to work forty-one (41) hours or more per pay period in a regular position must enroll in a health and dental plan offered by the County. Employees who fail to elect health plan coverage will be automatically enrolled in the health and dental plan with the lowest bi-weekly premium rates available in the geographical location of the employee's primary residence. Effective July 13, 2002, all eligible employees scheduled to work forty (40) hours or more per pay period in a regular position must enroll in a health and dental plan offered by the County.

- (b) To be eligible for County health and dental plan coverage, an employee must be in a regular position and have received pay for at least forty-one (41) hours in a pay period or be on an approved leave pursuant to the Family Medical Leave Act. Effective July 13, 2002, to be eligible for County health and dental plan coverage, an employee must be in a regular position scheduled for a minimum of forty (40) hours and have received pay for at least one half plus one hour of scheduled hours or be on approved leave pursuant to the Family Medical Leave Act.
- (c) Enrollment elections must remain in effect for the remainder of the Plan year unless an employee becomes ineligible for an HMO network service area.
- (d) Eligible employees may elect to enroll their dependents upon initial eligibility for health and dental insurance. Thereafter, newly eligible dependents may be enrolled within thirty (30) days of obtaining dependent status, such as birth, adoption or marriage.
- (e) Notification of a mid-year qualifying event must be submitted to the Human Resources Employee Benefits and Services Division in accordance with procedures adopted by the County. Employees are responsible for notifying the County within thirty (30) days of dependent's change in eligibility for the County plans.
- (f) Dependent(s) must be removed mid-Plan year when a dependent(s) becomes ineligible for coverage under the insurance plan eligibility rules, for example divorce, over age dependent or gain of coverage on spouse's employer provided insurance.
- (g) Premiums for coverage will be automatically deducted from the employee's pay warrant. Failure to pay premiums will result in loss of coverage for the employee and/or the dependents.
- (h) Employees eligible for health plan coverage who are also enrolled in comparable group health plan sponsored by another employer may elect to discontinue enrollment in their County-sponsored health plan (Opt-Out).
 - (1) Employees who elect to Opt-Out of County sponsored health plan coverage will forfeit the bi-weekly Benefit Plan amounts specified in paragraphs (b) of Section 1 of this Article and will instead receive the following bi-weekly Benefit Plan amounts:
 - (i) Specialized Peace Officer Unit employees scheduled for 61 to 80 hours per pay period shall receive one hundred thirty-three dollars and eighty-five cents (\$133.85) per pay period; employees scheduled for 40 to 60 hours shall receive sixty-six dollars and ninety-three cents (\$66.93) per pay period.
 - (ii) Specialized Peace Officer – Supervisory Unit employees scheduled 61 to 80 hours per pay period shall receive one hundred thirty-eight dollars and forty-seven cents (\$138.47) per pay period; employees scheduled 40 to 60 hours shall receive sixty-nine dollars and twenty-four cents (\$69.24) per pay period.
 - (2) To receive this Benefit Plan amount, the employee must be paid for a minimum of one-half plus one of their scheduled hours. For instance, an employee scheduled to work eighty (80) hours must be paid for a minimum of forty-one (41) hours.

- (i) Employees eligible for dental plan coverage who are also enrolled in a comparable group dental plan sponsored by another employer may elect to discontinue enrollment in their County-sponsored dental plan.
- (j) The rules and procedures for electing to Opt-Out of County-sponsored health and dental plan coverage are established and administered by the Human Resources Employee Benefits and Services Division. **Within thirty (30) days of approval of this Agreement, employees will be given an application to request to opt-out of dental plans. Employees who meet the conditions herein and complete necessary opt-out forms by the deadline established by the Employee Benefits & Services Division shall be eligible to opt-out of dental plan coverage effective November 2, 2002.**
 - (1) Employees may elect to Opt-Out of County health and/or dental plan(s) within thirty (30) calendar days of becoming eligible for another employer-sponsored group plan. Verification of coverage is not initially necessary as it will be required during the next annual open enrollment period.
 - (2) Employees may elect to Opt-Out of County health and/or dental plan(s) during an annual open enrollment period. All employees electing Opt-Out during an annual open enrollment period, for reasons other than initial gain of another employer-sponsored group plan, must provide verification of other group plan coverage.
 - (3) After initial Opt-Out, employees must re-elect the Opt-Out benefit and provide verification of continued coverage each year during subsequent open enrollment periods.
 - (4) An employee who elects Opt-Out for dental plan coverage may not re-enroll in a County-sponsored dental plan for a minimum of two (2) years unless the employee involuntarily loses coverage from the other employer-sponsored group dental plan. Employees who elect to enroll in County dental coverage, for reasons other than involuntary loss of another group sponsored dental plan coverage, may enroll during the open enrollment following completion of the two (2) year dental Opt-Out restriction. NOTE: a voluntary loss of other group dental insurance may result in a break in dental coverage until the two (2) year mandatory Opt-Out period is complete.
 - (5) Employees who voluntarily or involuntarily lose their other group health plan coverage must enroll in a County-sponsored health plan within thirty (30) calendar days. Enrollment in the County-sponsored plan will be provided in accordance with the requirements of the applicable plan. If the employee elects not to enroll their eligible dependents, the dependents may only be added at a subsequent annual open enrollment period.
 - (6) There must be no break in the employee's health plan coverage between the termination date of the other employer group coverage and enrollment in a County health plan. Terms and conditions of the applicable plan will determine the required retroactive enrollment period and premiums required to implement coverage. Failure to notify the County of loss of group coverage within thirty (30) calendar days will require the employee to pay their insurance premiums retroactively on an after-tax basis.
- (k) An eligible employee whose spouse is also an eligible County employee may elect coverage as a dependent on their spouse's or, if the employee is age eighteen (18) or younger, on

their parent's County health and/or dental insurance plan in lieu of individual employee coverage. This is called a "waiver" to their County spouse's or parent's County insurance coverage. Such election must be made within 30 calendar days of the employee's, County parent's or the County spouse's eligibility for County health and dental insurance. During the Plan year, an employee is responsible for notifying the County within thirty (30) days of ineligibility for the waiver, for example the dependent child turns nineteen (19) or the spouse leaves County employment. Changes will become effective on the first day of the pay period following the receipt and approval of all appropriate documentation. Loss of the spouse or parent's County plan coverage will require the employee to immediately enroll in the County's health and dental plans. Waivers may be changed during any subsequent annual health and dental open enrollment period.

- (l) The County will establish a Dental Subsidy Fund (Fund) in the amount of \$1,250,000. Effective pay period 16/01, employees who are participating in the lowest-cost dental plan (eligible, enrolled and paying premiums) will receive a premium subsidy of \$3.34 per pay period. The premium subsidy will continue until the Fund and any interest earned have been exhausted.
- (m) For employees assigned to work in the Needles, Trona, Baker, and Ridgecrest work locations, the County will establish a "Needles Subsidy." The Needles Subsidy will be paid by the employee's Department and will be equal to the amount of the premium difference between the indemnity health plan offered in these specific work locations and the lowest cost health plan provided by the County. This Subsidy will be established each year when premiums change for the County-sponsored health plans. The Subsidy will be discontinued when the lowest cost health plan becomes available to the employees.

BILINGUAL COMPENSATION

ALL UNITS

Employees who, with the approval of their appointing authority, are required to perform bilingual translation before an officially convened court, appeals board, commission, or hearing body, in addition to their regular duties, shall be entitled to a bilingual per diem differential. Such differential shall apply regardless of the total time required per day for such translation. Such differential shall be twelve dollars (\$12.00) per day and shall only be paid upon certification by the employee's appointing authority or presiding official that such translation was performed.

Employees in positions designated by the appointing authority which require employees as a condition of employment to perform bilingual translation involving the use of English and a second language as a part of their regular duties, shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation. The Human Resources Department and the appointing authority shall jointly make the sole determination of specific language competencies to be compensated under this Article. Employees in such positions must be certified as competent in translation skills by Human Resources to be eligible for compensation. There are three (3) levels of competency certification solely determined and administered by Human Resources. Level 1 – verbal skill level: use of English and a second language in verbal contexts which may require interpretation of simple document in the second language; Level 2 – written skill level: reading, writing and speaking English and a second language; and Level 3 – technical skill level: reading, writing and speaking English and a second language using medical or legal terminology. Compensation per pay period shall be as follows: verbal skill level at forty dollars (\$40.00) per

pay period, written skill level at forty-five dollars (\$45.00) per pay period, and technical skill level at fifty dollars (\$50.00) per pay period.

CLASSIFICATION

ALL UNITS

Classification review is a management tool to ensure the accurate reflection of tasks and duties involved in each County position for the purpose of recruitment, compensation, and organizational structuring. The County shall notify SEBA in writing of all classification and salary changes to classifications allocated to this unit within two (2) working days after such changes have been approved by the Board of Supervisors. Whenever positions are subject to any change as a result of a classification review, such change will be determined by the County, and are subject to appeal. New and revised classification specifications shall be furnished to SEBA in a timely manner.

COUNTY IDENTIFICATION CARDS

ALL UNITS

The County will provide identification cards to all employees in regular positions. Such cards will include the employee's name, employee number, department and may list any physical limitations or medical restrictions related to job performance. Employees shall carry such cards at all times while engaged in County business and in connection with such business shall produce cards for inspection to any County official. Employees shall surrender such cards upon termination from County employment.

COUNTY MANAGEMENT RIGHTS

ALL UNITS

All management rights and functions shall remain vested exclusively with the County except those which are clearly and expressly limited in this Agreement. It is recognized merely by way of illustration that such management rights and functions include but are not limited to:

- (a) The right to determine the mission and organizational structure of each of its agencies, departments, institutions, boards, and commissions.
- (b) The right of full and exclusive control of the management of the County; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location, and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means or facilities; to reorganize operations, modify or discontinue programs and services; or, to contract for

work to be done; provided, however, that the parties shall meet and discuss the impacts of any contract proposed to be awarded which would contract for services currently being provided by Unit employees.

- (e) The right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards, and promote employees; to establish, revise and enforce work rules; to schedule work time and time off; to require overtime and determine the necessity for overtime; to transfer, reassign, and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and to otherwise maintain orderly, effective, and efficient operations.

This Article neither establishes nor grants any rights or benefits to the Association or employees covered by this Agreement and the County shall be free to exercise its rights under this provision without challenge from the Association or employees except where it can be demonstrated that such exercise is contrary to a specific limitation placed upon the County in another Article of this Agreement.

DEFINITIONS

ALL UNITS

Listed below are definitions of terms commonly used in this Memorandum of Understanding.

Appointing Authority – Refers to the department head of the employee's department. It includes any person who is designated as acting department head, employees acting for the department head during absence, and/or employees delegated all authority to act on behalf of the appointing authority on a regular basis.

Director of Human Resources – Refers to the incumbent in the Director of Human Resources' position. It also includes any person who has been designated as acting Director of Human Resources, employees acting for the Director during absence, and/or employees delegated authority approval on a regular basis by the Director of Human Resources.

Service Hours – Refers to paid hours during an employee's regular tour of duty, up to eighty (80) hours per pay period. Time without pay and overtime hours do not count as service hours.

Working Days – Refers to the days that the County is normally open to conduct business, i.e., Monday through Friday, excluding County holidays.

DEMOTIONS

ALL UNITS

A demotion is the appointment of an employee from an incumbent position to a position in a different classification for which the maximum rate of pay is lower.

A promoted employee who returns to his/her former classification during the probationary period shall be placed on the same step within the base salary range for the former classification that the employee was on at time of promotion. No credit shall be granted for time spent at the promoted level for next step advance due date.

A probationary employee who voluntarily demotes to a different classification from which the employee was promoted shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee with regular status who voluntarily demotes to a lower classification shall be retained at the same salary rate, provided that the salary rate does not exceed the top step of the lower classification. If the salary rate is higher than the top step of the lower classification, the employee shall be placed at the top step of the base salary range of the lower classification.

An employee who demotes to a trainee classification for which the journey level position is higher than the classification he/she demoted from, shall retain the same salary rate. Such an employee will be placed on the "X" step if necessary, and the employee shall receive no future salary rate increases until the salary rate of the position held exceeds the "X" step.

An employee whose position is downgraded as a result of a classification study, may be placed on the "X" step in accordance with the provisions of the Article on "Downgrading" with the approval of the appointing authority and the Director of Human Resources.

An employee demoted for disciplinary reasons shall be placed on the step within the base salary range of the class to which demoted as provided in the Order of Demotion.

If the employee held prior regular status in the demoted to classification, the employee shall resume said status. If the employee did not have prior regular status in the classification, the employee shall be required to serve a probationary period, unless waived by the Director of Human Resources.

DEPENDENT CARE ASSISTANCE PLAN

ALL UNITS

The purpose of this Section 125 Dependent Care Assistance Plan (DCAP) is to permit eligible employees to make an election to pay for certain dependent care expenses with salary reduction from compensation contributed to the Plan before federal income or social security taxes are paid to the Internal Revenue Service ("Salary Reduction") in accordance with Sections 125 and 129 of the Internal Revenue Code of 1986 and regulations issued pursuant thereto. DCAP shall be construed to comply with said Code Sections and to meet the requirements of any other applicable provisions of law. DCAP exclusions from gross income do not affect compensation for retirement purposes.

DCAP will be administered by the County's Human Resources Department, Human Resources Division Chief, Employee Benefits & Services consistent with said Sections.

- (a) To be eligible for this benefit, an employee must be in a regular position and be scheduled for a minimum of forty (40) hours per pay period and be paid for a minimum of one half plus one of the scheduled hours, or be on an approved leave designated as Family Medical Leave Act.

- (b) Enrollment in the Plan is limited to the annual open enrollment period or within thirty (30) calendar days of entry into an eligible position. Failure to submit participation agreement within the time frame shall result in an election to not participate in the Plan.
- (c) Enrollment is required every Plan year.
- (d) An employee must elect to contribute to DCAP through salary reduction on forms approved by the Human Resources, Employee Benefits & Services Division Chief. An employee election to participate shall be irrevocable for the remainder of the Plan year. Once a salary reduction has begun, in no event will changes in elections be permitted during the Plan year except to the extent permitted under Internal Revenue Service rulings and regulations and with the County's Plan Document. Examples of mid-year "Change in Status" events include: marriage, divorce, birth, adoption, death, over age dependent, loss of student status, your or your spouse's reduction in work hours, loss of spouse's employment, significant increase or decrease in the cost of child care, and spouse's or dependent's enrollment in a similar plan. The employee must submit a request for a change due to a mid-year Change in Status event within thirty (30) days of the qualifying event. The Human Resources Employee Benefits and Services Division Chief, or his/her designee, will authorize changes as long as the change is made on account of or consistent with an employee's Change in Status event.

DIFFERENTIALS

ALL UNITS

Section 1 – Shift Differentials

- (a) Purpose – It is the purpose of this provision to compensate employees, who are required to actually work evening or night shift tours of duty, over and above the established base rates of pay.
- (b) Eligible Personnel – Employees assigned to a continuous or regularly recurring evening or night shift tour of duty shall be eligible for shift differential compensation. Further, employees who provide relief work for other employees assigned to continuous or regularly recurring evening or night shift tours of duty may receive shift differential compensation with prior approval of the appointing authority.
- (c) Special Provisions
 - (1) Shift differential compensation shall not be included in the base rate of pay when computing overtime, or call-back pay. Such differential will be included in computing overtime for employees who are not exempt under the Fair Labor Standards Act. Employees who are assigned to a continuous evening or night shift tour of duty shall receive such differential in addition to base pay when computing paid leave compensation.
 - (2) Overtime worked is in addition to a scheduled tour of duty and is compensated separately in accordance with the overtime provisions of this Agreement.
- (d) Compensation

Employees whose assigned tour of duty, with or without intervening meal time, includes at least four (4) hours between 6:00 p.m. and 8:00 a.m. of the following day shall receive shift differential of seventy cents (\$0.70) for each hour over and above their base hourly rate. Effective September 7, 2002, the rate shall be seventy-five cents (\$0.75) for each hour.

Section 2 – Coroner Recovery Team

The County Coroner may assign employees in the classifications of Deputy Coroner Investigator and Supervising Deputy Coroner Investigator to the Coroner Recovery Team. Members of the Coroner Recovery Team are provided additional training and are subject to extraordinary conditions for recovery of bodies in the field due to the limited accessibility of victims and the hazards involved in the recovery efforts caused by extremely difficult terrain or weather conditions, chemical exposure, and/or the magnitude and/or severity of incidents involving numerous fatalities. Effective September 7, 2002, when the appointing authority authorizes deployment of the Recovery Team, the employees so deployed shall be entitled to two dollars (\$2.00) per hour differential for hours actually worked in the field conducting the specified recovery activities.

DISASTER SERVICE WORKERS

ALL UNITS

All employees covered by the Memorandum of Understanding are public employees, and, as such, are to serve as disaster service workers subject to such service activities as may be assigned to them by their superiors or by law, pursuant to Government Code Section 3100.

DISPUTE RESOLUTION PROCEDURE

ALL UNITS

Section 1 – Purpose

The County and SEBA fully realize the importance of a viable Dispute Resolution Procedure to aid in the resolution of disputes among employees, supervisors, and management. It is recognized that conditions may arise which can create employee dissatisfaction, and that to maintain high employee morale and harmonious relations, an orderly method of processing disputes is necessary. This procedure is intended to establish a systematic means for obtaining answers and decisions regarding employee complaints. This procedure is not intended to be used to effect changes in the terms of this MOU or those matters not covered by this MOU. The Board of Supervisors and SEBA have pledged that their representatives at all levels will extend active, aggressive and continuing efforts to secure prompt disposition of grievances. The initiation of a grievance in good faith by an employee shall not cause any adverse reflection on the employee's standing with immediate supervisors or loyalty as a County employee.

Section 2 – Definitions

There are four (4) types of dispute procedures in this Article: grievances; unfair labor practices and unit modification/unit determination disputes; disciplinary appeals; and equal employment opportunity complaints.

- (a) A grievance is a disagreement between County management and an employee, group of employees, or SEBA concerning the interpretation, application, or violation of a specific

Article(s) of this Memorandum of Understanding. SEBA may not independently submit or process a formal grievance, unless it alleges that at least one (1) employee within the Unit has suffered detriment as a result of the aggrieved contract provision.

- (b) Unfair labor practices and unit modification/unit determination disputes are defined by County Ordinance 3707 (the Employee Relations Ordinance).
- (c) A disciplinary appeal is an appeal of discipline as defined by Personnel Rule X.
- (d) An equal employment opportunity complaint is any dispute which may arise out of investigations performed within the authority of the Equal Employment Opportunity Plan.

Section 3 – Exclusions

Any dispute which may arise between the parties involving application, meaning, or interpretation of the Personnel Rules is excluded from this Article and shall be settled by the Civil Service Commission in accordance with the appropriate appeal procedure established by the Personnel Rules except as modified by the parties in this Agreement via Section 7 of this Article.

All matters are excluded from this procedure which deal with the County Management Rights Article; the project compensation provisions of the Temporary Performance of Higher Level Duties Article; the Referral Bonus Program Article; federal or state statutes, rules or regulations; or are preempted by County Charter.

The appeal processes which include the Classification Appeal Process, the Civil Service Commission, and the Memorandum of Understanding grievance adjudicatory process are mutually exclusive remedy bodies/processes. Accordingly, there shall be no double or multiple requests or appeals for a same case/same set of circumstances where one (1) adjudicatory body has rendered a decision on the same. Decision is to be interpreted as excluding a situation where an adjudicatory body has determined it has no jurisdiction to hear the matter.

Except as otherwise provided by this MOU or state or federal statute, or where law or policy provide a more appropriate and speedy remedy, the Grievance Procedure shall be the sole and exclusive procedure for seeking recourse for any grievance, as defined in Section 2 of this Article.

Section 4 – Grievance Procedure

(a) Jurisdiction

The Director of Human Resources or designee shall have the sole authority within the County structure to provide the official management interpretation or application to any and all provisions of this Agreement. The arbitrator has the final authority, subject to the approval of the Board of Supervisors as outlined below, within the County structure to adjudicate all grievances, as defined or otherwise provided herein. The arbitrator holds no jurisdiction over a grievance where the remedy has been granted.

(b) Representation

Aggrieved employee(s) may represent themselves, or may be represented by an authorized SEBA employee representative, or by a SEBA Labor Relations Representative. This representation may commence at any step in the Grievance Procedure. A representative of Human Resources may be in attendance at any step in the Grievance Procedure. The County agrees within reasonable limits to compensate the aggrieved employee(s) for time spent during regularly scheduled hours in the handling of real and prospective grievances.

(c) Consolidation of Grievances

In order to avoid the necessity of processing numerous similar grievances at one time, similar grievances shall be consolidated whenever possible.

(d) Time Limitations and Notification

Time limitations are established to settle a grievance quickly. Time limits may be modified only by agreement of the parties. If at any step of this Grievance Procedure, the grievant is dissatisfied with the decision rendered, it shall be the grievant's responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the matter shall be considered resolved. If a reviewing official does not respond within the time limits specified, the grievance shall be deemed to have been denied on the last day upon which the response could have been made. For purposes of this Grievance Procedure, notification to a party may be given either personally, by U.S. mail, telephonically, or via E-mail.

The grievant shall promptly proceed to the next step if a reviewing official does not respond within the time limits specified. A grievance may be entertained or advanced to any step beyond Step 2, Employee Relations Division, if the parties jointly so agree. A copy of such agreements bearing the signature of the parties shall be filed with the Employee Relations Division of Human Resources.

When notice is mailed to an employee, it shall be sent to the employee's current address of record. For the purpose of this procedure, notice by mail shall be deemed to have been completed on the fifth (5th) calendar day following deposit of notice with the United States Postal Service, unless the party can establish that notice was not actually received as a result of circumstances beyond the party's control.

(e) Steps in the Grievance Procedure

The procedures outlined herein constitute the steps necessary to resolve an employee's grievance. The attempt to settle the grievances filed on behalf of an individual employee(s) at the employee-supervisor level is required. The grievance must be submitted within fifteen (15) working days after the employee is aware of the conditions precipitating the grievance.

Step 1 – Immediate Supervisor. Initially, the employee having a grievance shall on a personal face-to-face basis discuss the complaint with the immediate supervisor. At this step, it is the responsibility of the employee to inform the supervisor that he/she is initiating the grievance process. Within three (3) working days the immediate supervisor shall give the decision to the employee orally.

Step 2 – Employee Relations Division. If a mutually acceptable solution has not been reached in Step 1, the grievant shall submit the grievance in writing on appropriate forms supplied by the Employee Relations Division which shall provide a detailed statement of the grievance, including dates, names, and places, applicable MOU Articles, and the specific remedy or action requested. The written grievance shall be filed in triplicate with the Employee Relations Division within ten (10) working days of oral notification of the immediate supervisor's decision. The Employee Relations Division shall make a determination of whether the grievance is a matter for which the Grievance Procedure is appropriate after consultation with SEBA. In making such determination, the Employee Relations Division shall determine if: (1) the grievance has been filed in a timely manner; (2) the initial step has been followed; and (3) if the grievance alleges that a specific Memorandum of Understanding Article(s) has been misinterpreted, misapplied, or violated. The determination and notification to the grievant and SEBA will be made within five (5) working days of receipt of the grievance. Any affected party may appeal this determination directly to an arbitrator in accordance with the provisions of this procedure within five (5) working days following notification by the Employee Relations Division.

Step 3 – Division Level. If the grievance is accepted, the grievant shall submit the written grievance to the division level within five (5) working days of notification of the Employee Relations Division's determination. The Division/Section Head shall meet with the grievant and SEBA Labor Advocate, if represented, and thoroughly discuss the grievance. The Division/Section Head shall submit a written response to the grievant and SEBA Labor Advocate, if represented, within ten (10) working days of receipt of the formal grievance from the employee.

Step 4 – Employee Relations Division. If a mutually acceptable solution has not been reached, the grievant shall submit the written grievance to the Employee Relations Division within five (5) working days of the receipt of written response of the Division/Section Head. Following a review of the grievance with the appointing authority, the Director of Human Resources or that individual's designee shall have full and final authority on behalf of the County to mutually resolve the grievance with the employee/employee's representative within ten (10) working days of receipt of the written grievance of the employee. Such notification shall be rendered in writing to the grievant, SEBA and the appointing authority.

Step 5 – Pre-Arbitration Process. If the grievance has not been satisfactorily resolved at Step 4 by the County and the grievant, a written appeal to arbitration must be filed concurrently with the Employee Relations Division and SEBA within five (5) working days of notification of the decision by the Director of Human Resources or that individual's designee. The appeal must be presented on the aforementioned grievance form along with a copy of any pertinent documents.

Grievances shall only be advanced to arbitration with the agreement of SEBA. The cost for hearing all grievances advanced to arbitration shall be split equally between the County Department of the grievant and SEBA, including any cancellation fee if both parties are mutually responsible, otherwise the party responsible shall pay the entire cancellation fee.

Pre-arbitration conferences are to be mandatory and no grievances shall be forwarded to the arbitration process without the same. Within twenty (20) working days of the approval to advance a grievance to arbitration, both parties are required to meet in such conference with the goal of resolving mutually identified grievance issues. If resolution is not attained, both parties are obligated at that time to jointly or individually declare stipulations, identify

witnesses and exchange exhibits that will be carried forward to the arbitration process, the intent being full disclosure by both sides prior to the arbitration process.

Step 6 – Arbitration. The Employee Relations Division and the employee or the SEBA or employee representative shall select an arbitrator by mutual agreement. Where mutual agreement cannot be reached, the parties shall request a list of arbitrators from the State Mediation and Conciliation Service, and mutually select an arbitrator from said list. Where mutual agreement cannot be made, the arbitrator shall be determined following a striking process. The determination as to which party strikes first shall be based on a coin flip. If the last remaining person on the list is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. The parties shall contact the arbitrator to establish a hearing date acceptable to both parties.

- (a) In reaching a decision and award the arbitrator shall limit himself to the allegations contained in the grievance presented in relation to the express provisions of the MOU alleged to have been violated. Further, the arbitrator shall have no authority to amend, change, add to, subtract from, or ignore any provisions of this MOU. Lastly the arbitrator shall not substitute his judgment for that of the County on matters pertaining to the exercise of managerial discretion except where it can be shown by the grievant/SEBA that the County abused its discretion.
- (b) The decision of the arbitrator will be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing. This decision may require an appointing authority or a subordinate to cease and desist from the action, which is the subject of the grievance. The arbitrator may also require the appointing authority to take whatever action is necessary, within the control of the appointing authority, to remedy the grievance or take other action to relieve the loss, if any, to the employee. Under no conditions can the arbitrator order relief that exceeds the relief requested by the grievant and shall be limited to making the grievant whole. In the event the arbitrator determines that monetary relief is an appropriate remedy, he/she shall limit any retroactive award, including interest, to a date that is no earlier than fifteen (15) working days from the date the grievance was filed.
- (c) The arbitrator's decision shall be transmitted to the Employee Relations Division and SEBA with a copy to the grievant.
- (d) All grievances shall be treated as confidential and no publicity will be given until the final resolution of the grievance.
- (e) The decision by the arbitrator shall be final and binding on all parties unless there is a financial impact of greater than one thousand dollars (\$1,000), in which case it shall be subject to approval of the Board of Supervisors. However, in the event an employee is not represented by SEBA, the decision of the arbitrator shall apply only in that appeal and may not be cited as precedent by either the County or SEBA in subsequent arbitration proceedings.
- (f) For grievance decisions with financial impact of greater than one thousand dollars (\$1,000), the Employee Relations Division will submit the grievance decision at the next practicable meeting of the Board of Supervisors. If the Board of Supervisors fails to act within thirty (30) days following receipt of formal notice of the decision of the arbitrator, it

shall become final and binding. A copy of the decision shall be filed with the Employee Relations Division of Human Resources, SEBA and the grievant.

Section 5 – Equal Employment Opportunity Complaint Appeal Process

Employees have the ability to file complaints involving discriminatory employment practices as defined in the County's Equal Employment Opportunity Plan. Such complaints may be filed with the County's Equal Employment Opportunity office, or the State Department of Fair Employment and Housing (DFEH) or the Federal Equal Employment Opportunity Commission (EEOC). In the event the investigative findings of the Equal Employment Opportunity office are not satisfactory to the complainant(s), the complainant or complainants represented by SEBA may file an appeal as described herein. A complainant or complainants not represented by SEBA may use the appeal process described herein, but must assume one-half (1/2) of the costs of the appeal process, including any arbitrator's costs.

Any appeal under this Section must be filed with the County's Equal Employment Opportunity office within ten (10) calendar days of receipt of the written investigative findings of the County's Equal Employment Opportunity office. The Equal Employment Opportunity office and SEBA, or complainant when not represented by SEBA, shall contact an arbitrator to establish a hearing date acceptable to both parties; provided, however, that the arbitrator must have demonstrated experience in the field of equal employment and employment discrimination and that the hearing commence within ninety (90) calendar days of the date of appeal, unless otherwise agreed by the parties. The arbitration shall be conducted in accordance with Step 6 of Section 4 of this Article, substituting the Human Resources Department's Equal Employment Opportunity office for the Employee Relations Division where applicable except for the following: The arbitrator may not order any monetary remedy which exceeds actual losses of pay and benefits suffered by the complainant. The cost of an arbitrator's services shall be split equally between the County Department of the complainant(s) and SEBA, including any cancellation fee if both parties are mutually responsible, otherwise the party responsible shall pay the entire cancellation fee.

Section 6 – Unfair Labor Practices/Unit Changes

Unfair labor practice charges as well as disputes arising out of the unit modification/unit determination processes provided in the County's Employee Relations Ordinance shall be adjudicated by the California Public Employment Relations Board.

Section 7 – Disciplinary Hearings

Disciplinary appeals are governed by the Personnel Rules, except where the provisions in the MOU differ from those in the Personnel Rules in which case the provisions of the MOU take precedence.

Except as otherwise provided in this Article, disciplinary appeals shall be heard by a hearing officer appointed by the Civil Service Commission (CSC) selected from a list established annually by the CSC, pursuant to the Personnel Rules and CSC policies. Upon mutual agreement of the parties, appeals may be heard by the Civil Service Commission.

A hearing officer may be selected from the list by mutual agreement of the Human Resources Department and SEBA. Where mutual agreement cannot be made, the hearing officer in each case shall be determined following a striking process. The determination as to which party

strikes first shall be based on a coin flip. If the last remaining person on the list is not available, the previously stricken person(s) shall be contacted in reverse order until one is available. If no hearing officer is available to conduct a hearing within a reasonable time the parties may utilize the services of a hearing officer not on the CSC's list. Such alternate hearing officer may be selected by mutual agreement or from a list provided by the State Mediation and Conciliation Services, either by mutual agreement or following a striking process as provided above.

The cost of the hearing officer's services, and court reporter if applicable, shall be split equally between the County Department of the appellant and SEBA. Any cancellation fee will be paid by the party responsible for canceling the hearing, or divided between the parties if both parties are responsible.

Prehearing conferences are to be mandatory. At least fourteen (14) calendar days prior to the first date of hearing, both parties are required to meet in such conference, which shall be conducted in coordination with CSC staff, to jointly or individually declare stipulations, identify witnesses and exchange exhibits that will be carried forward to the hearing, the intent being full disclosure by both sides prior to the hearing process, with the exception of rebuttal evidence and witnesses.

The hearing officer's findings and recommendations shall be made in writing and transmitted to the Civil Service Commission within thirty (30) calendar days after the conclusion of the hearing. Except as provided herein, the hearing officer's findings and recommendation shall be final and binding on both parties but shall be subject to review by the Civil Service Commission on its own initiative only as described below. The Civil Service Commission shall either accept or reject the hearing officer's findings and recommendations within thirty (30) days of receipt by the Commission. The only basis the Civil Service Commission can use to reject the hearing officer's decision in its entirety, is for one (1) or more of the following reasons:

- (a) The recommendation was procured by corruption, fraud, or other undue means;
- (b) There was corruption in the hearing officer;
- (c) The rights of a party were substantially prejudiced by the misconduct of the neutral hearing officer;
- (d) The hearing officer exceeded his/her powers on the matter submitted;
- (e) The rights of a party were substantially prejudiced by the refusal of the hearing officer to postpone the hearing upon sufficient cause being shown therefore, or by the refusal of the hearing officer to properly include or exclude evidence material to the controversy.

Should such be the case, the Commission must state in writing specific reason(s) for the decision (a, b, c, d or e) and subsequently conduct and complete a full and fair evidentiary hearing on the disciplinary appeal within thirty (30) days of rejecting the hearing officer's findings and recommendations unless the hearing cannot for good cause be completed within thirty (30) days.

Both the County of San Bernardino and SEBA reserve the right to seek judicial review of the final administrative decision pursuant to Section 1094.5 of the California Code of Civil Procedure. Failure by either party to formally request a rehearing by the Commission will not be deemed a waiver or bar of the right to seek judicial review as set forth above.

Section 8 – Mediation

The parties to a dispute (Director of Human Resources or designee and SEBA) may by mutual agreement utilize mediation for disputes filed under the provisions of this Memorandum of Understanding. Mediation is to be conducted prior to the pre-hearing/pre-arbitration conferences. The mediation process described in this Section may be invoked only by the two (2) parties identified herein and is expressly an exception to the language contained in Section 4(b) of this Article.

The parameters of the mediation process, where mutual resolution of the dispute is sought, are as follows:

- (a) The parties (Director of Human Resources or designee and SEBA) shall exchange in writing the agreement to refer a specific grievance, disciplinary appeal, or EEO Complaint appeal to mediation;
- (b) The grievant/appellant shall have the right to be present, represented by SEBA as the sole, exclusive bargaining agent;
- (c) The grievant/appellant shall have SEBA as the singular spokesperson and the County a representative from the Human Resources Employee Relations Division, with neither side allowed the presence of an attorney;
- (d) Any written material submitted to the mediator shall be returned to the party providing the material at the conclusion of the mediation meeting.
- (e) The mediation process shall be as follows:
 - (1) The mediation meeting shall be an informal process, limited to a one (1) hour presentation for each side, not restricted to the rules of evidence with no retention of a proceedings record;
 - (2) The mediator will meet jointly with the parties and separately, if necessary;
 - (3) The mediator has no authority to compel resolution of the matter mediated;
 - (4) The oral advisory opinion of the mediator shall be given at the conclusion of the meeting and the parties may opt to agree in writing to the opinion, reject the same mutually or singularly and proceed to the next step of the usual process, or remove the matter from the process by mutual agreement;
 - (5) The advisory opinion accepted in writing by the two (2) parties does not constitute a precedent and is not admissible as evidence in any future process governed by the Memorandum of Understanding or Personnel Rules.
- (f) Where possible the parties shall utilize the mediation services provided by the California State Mediation and Conciliation Service. In the event that the mediation process would

result in fees for service rendered by the State or by use of a private hearing officer, such costs shall be equally divided between the employee's department and SEBA.

(g) The post-mediation process is restricted by the following:

- (1) No person serving in the capacity as a mediator may serve as the hearing officer/arbitrator for the same case should the same be forwarded to arbitration or a Personnel Rules disciplinary hearing.
- (2) No reference to a matter mediated may be utilized in a subsequent arbitration or hearing unless stated in writing at a step prior to the mediation. The penalty for violation of this understanding shall be forfeiture of the hearing or appeal by the party violating the same.

(h) This procedure may be modified by mutual agreement of both parties.

DOWNGRADINGS

ALL UNITS

When a position is downgraded because of decreased responsibility or difficulty, the Director of Human Resources may authorize continuation of the same salary rate payment to the incumbent employee that the employee received prior to the downgrading of the position by placing the employee on an "X" step, provided that the employee shall receive no future salary rate increases until the salary rate of the position held exceeds the "X" step.

DUAL APPOINTMENTS

ALL UNITS

The appointment of two (2) full-time employees to the same budgeted regular position may be authorized by the Director of Human Resources to facilitate training, to make assignments to a position which is vacant due to extended authorized leave of absence, or in an emergency. The most recently hired dual appointee shall enjoy all of the benefits of regular employees except regular status. The most recently appointed employee shall be notified in writing by the appointing authority and such notification will clearly define the benefits to which that employee is entitled. Upon return of the initial appointee or completion of the training period or emergency, the most recently appointed dual appointee may be appointed to a vacant position in the same classification in the department/group, however, he/she shall be required to serve a probationary period unless waived by the Director of Human Resources. If the most recently appointed dual appointee held prior regular status in a lower classification immediately preceding the dual appointment, he/she shall have the right to return to the former classification and department. If he/she has not held prior regular status in a lower level classification, he/she shall be terminated.

DUTY APPAREL

ALL UNITS

Section 1 – General

The County agrees to provide employees in regular positions in the classifications of Probation Officer I, II and III, and Supervising Probation Officer with duty shirts and jackets, as indicated below. The appointing authority shall determine the nature, style and quality of duty apparel to be provided under this Article. It shall be the responsibility of the employee to maintain their issued duty apparel in a clean, neat and professional manner. All duty apparel shall remain the property of the County and must be returned upon promotion or demotion from the Probation Officer series or separation from the County.

Section 2 – Distribution and Replacement

(a) Shirts

- (1) Upon initial hire into the Probation Officer series, each employee shall be provided with four (4) duty shirts.
- (2) Upon adoption of this Agreement, any employee who has not yet been issued his/her fourth shirt will be provided a fourth shirt upon request.
- (3) Shirts showing extreme wear may be exchanged for new shirts upon request of the employee; provided, that no employee shall receive more than four (4) new shirts per calendar year unless extraordinary circumstances, as determined by the appointing authority, necessitate issuance of additional shirt(s).

(b) Jackets

- (1) Beginning in September 2002, each employee in the Probation Officer series shall be provided with a duty jacket.
- (2) Jackets showing extreme wear may be exchanged for a new jacket upon request of the employee; provided, that no employee may receive a new jacket in less than 24 months unless extraordinary circumstances, as determined by the appointing authority, necessitate issuance of a replacement jacket in less than 24 months.

ELECTRONIC FUND TRANSFER

ALL UNITS

All employees must make and maintain arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer.

EMPLOYEE RIGHTS

SPECIALIZED PEACE OFFICER UNIT

The following are employee rights:

- (a) The right of employees to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.

- (b) The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County except as provided in the "Agency Shop" Article and in (e) below.
- (c) The right of employees to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article.
- (d) Except as otherwise provided in this Agreement, the right of SEBA, upon its request and prior to implementation, to discuss with County Management any significant change in terms or conditions of employment which results in a significant impact on employees, except in emergencies.
- (e) The San Bernardino County Safety Employees' Benefit Association (SEBA) shall be the sole, exclusive and fair representative of all County employees represented by the Association in this Agreement and in all adjudicatory proceedings between the County and represented employees. SEBA shall have the sole responsibility as to which matters are adjudicated on behalf of those represented employees and the cost of the same for employees not members of the Association. The only exceptions to the sole, exclusive and fair representation by SEBA are: (1) those instances of disciplinary action and its proceedings which are governed by Rule X of the Personnel Rules where such representation was not requested by the employee(s) and where the employee may represent himself or herself as well as utilize external representation; and (2) those grievances brought under the Dispute Resolution Procedure Article where the individual elects in writing to exercise the right of self-representation, that is, the employee himself or herself represents their position before the arbitrator in accordance with the Grievance Procedure.

The County shall defend, indemnify and hold harmless SEBA and its officers and employees from any claim, loss, liability, cause of action or administrative proceeding arising out of the operation of Section (e) of this Article. Upon commencement of such legal action, administrative proceeding, or claim, the County shall have the right to decide and determine whether any claim, administrative proceeding, liability, suit or judgment made or brought against SEBA or its officers and employees because of any application of this Article shall not be compromised, resisted, defended, tried or appealed. Any such decision on the part of the County shall not diminish the County's defense and/or indemnification obligations under this Agreement.

SEBA, immediately upon receipt of notice of such claim, proceeding or legal action shall inform the County of such action, provide the County with all information, documents, and assistance necessary for the County defense or settlement of such action and fully cooperate with the County in providing all necessary employee witnesses and assistance necessary for said defense. The cost of any such assistance shall be paid by the County.

The County upon its compromise or settlement of such action or matter shall immediately pay the parties to such action all sums due under such settlement or compromise. The County, upon final order and judgment of a Court of competent jurisdiction awarding damages or costs to any employee, shall pay all sums owing under such order and judgment.

SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT

The following are employee rights:

- (a) The right of employees to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.
- (b) The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the County.
- (c) The right of employees to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal on the part of an appointing authority, supervisor, other employees, or employee organizations as a result of their exercise of rights granted in this Article.
- (d) Except as otherwise provided in this Agreement, the right of SEBA, upon its request and prior to implementation, to discuss with County Management any significant change in terms or conditions of employment which results in a significant impact on employees, except in emergencies.

EXPENSE REIMBURSEMENT

ALL UNITS

Section 1 – General Provisions

The purpose of this Article is to define the policy and procedures by which employees shall report and be reimbursed for necessary expenses incurred on behalf of San Bernardino County, except as may be otherwise provided in this Agreement.

Section 2 – Responsibilities

It shall be the responsibility of each appointing authority or designee to investigate and approve each request for expense reimbursement. It shall be the responsibility of each employee to obtain prior approval from the appropriate appointing authority or designee to incur a business expense or to exceed maximum allowable amounts provided in Section 7 of this Article. Prior approval may be in the form of standing orders issued by the appointing authority. Failure to obtain prior approval may result in denial of any expense claim (or excess amount) not pre-approved.

Section 3 – Travel Authorization

- (a) Travel outside the State of California must be approved by the County Administrative Officer or designee except when the trip outside California is within twenty (20) miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving at a location within California. Requests for such travel shall be submitted to the County Administrative Office in triplicate on a standard "Travel Request" form, unless specifically approved in the department's budget.

- (b) The appointing authority or designee shall initiate Travel Requests. The County Administrative Officer and Auditor/Controller shall be notified in writing of all such designees.
- (c) The appointing authority or designee is authorized to approve necessary travel within the State of California and use of transportation mode consistent with this Article.

Section 4 – Authorization for Attendance at Meetings

- (a) Appointing authorities may authorize attendance at meetings at County expense when the program material is directly related to an important phase of County service and holds promise of benefit to the County as a result of such attendance.
- (b) Authorization for attendance at meetings without expense reimbursement, but on County time, may be granted when the employee is engaged on the County's behalf, but from which the gain will inure principally to the benefit of the employee and only incidentally to the County.

Section 5 – Records and Reimbursements

- (a) Requests for expense reimbursement should be submitted once each month, except if the amount claimable for any month does not exceed twenty-five dollars (\$25.00), the submission may be deferred until the amount exceeds twenty-five dollars (\$25.00) quarterly or until June 30 during the current fiscal year, whichever occurs first. At the end of the fiscal year, expense reimbursement claims for July 1 and beyond must be on a separate claim from those expenses claimed for June 30 or earlier.
- (b) Original receipts or vouchers which verify the claimed expenditures will be required for all items of expense, except:
 - (1) Private mileage.
 - (2) Taxi, streetcar, bus and ferryboat fares; bridge and road tolls; and parking fees.
 - (3) Telephone and telegraph charges.
 - (4) Other authorized expenses of less than one dollar (\$1.00).
- (c) Claims for expense reimbursement totaling less than one dollar (\$1.00) in any fiscal year shall not be paid.
- (d) Reimbursement shall not be made for any personal expenses such as, but not limited to: entertainment, barbering, etc.
- (e) Except as otherwise provided in this Article, expense reimbursements shall be made on an actual cost basis.

Section 6 – Transportation Modes

- (a) The general rule for selection of a mode of transportation is that mode which represents the lowest expense to the County.

(b) Travel Via Private Automobile

- (1) Reimbursement for the use of privately owned automobiles to conduct County business shall be at the IRS allowable rate or thirty-two cents (\$0.32) per mile, whichever is greater. Reimbursement at this rate shall be considered as full and complete payment for actual necessary expenses for the use of the private automobile, insurance, maintenance, and all other transportation-related costs. The County does not provide any insurance for private automobiles used on County business. The owner of an automobile is responsible for the personal liability and property damage insurance when the vehicle is used on County business.
- (2) When employees traveling on official County business, leave directly from their principal place of residence rather than from their assigned work location, mileage allowed to the first work contact point shall be the difference between the distance from the residence to the assigned work location and the distance from the residence to the first work contact point. If the first work contact point is closer than the assigned work location, no mileage shall be allowed. If the employee departs from the last work contact point directly to the residence, the same principle governs.

EXAMPLE: Employee lives in Yucaipa and is assigned to San Bernardino (commute of 18 miles). Employee is required to go first to an alternate work contact point for a meeting and then to report for remainder of day in San Bernardino.

First Work Contact Point	Miles	Mileage Allowed
Redlands	7	0
Fontana	22	4

Employees may have multiple assigned work locations. Mileage allowed is based on the assigned work location for that day. When employees have more than one (1) assigned work location in a standard tour of duty, mileage shall be allowed between assigned work locations.

In no case will mileage be allowed between the employee's residence and the assigned work location.

(c) Travel Via Rental Vehicles

Reimbursement will be provided for the cost of a rental vehicle for business purposes if such use is approved by the appointing authority. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Reimbursement will not be provided for the additional costs incurred if any employee purchases additional insurance or signs a Collision Damage Waiver (CDW) when renting a vehicle for County business. Requests for reimbursement for gasoline for rental vehicles must be accompanied by a copy of the rental agreement or rental receipt and gasoline receipt.

(d) Travel Via Air

When commercial aircraft transportation is approved, the "cost of public carrier" shall mean the cost of air coach class rate including tax and security surcharges. Travel via charter aircraft shall be limited to emergencies, or when other types of transportation are impractical

or more expensive. Specific prior approval for travel via charter aircraft must be obtained from the County Administrative Officer or designee.

Section 7 – Meals and Lodging

- (a) Meal and lodging expenses shall not be allowed without prior approval of the appointing authority or designee as necessary for the purpose of conducting County business. Excess charges greater than the amounts listed below in paragraphs (b) and (c) may be authorized under special conditions, such as a convention requirement or in an area of unusually high cost (such as San Francisco Bay area, Sacramento, Fresno, Los Angeles and San Diego). Original receipts are mandatory to obtain reimbursement for all lodging and meal expenses claimed.
- (b) The allowance for lodging is sixty-five dollars (\$65.00) plus tax, per night, single, with receipt.
- (c) Compensation for meal expenses may be provided as follows:
 - (1) Option 1 – With receipts, an employee may be reimbursed for meal expenses up to \$50.00 per day, including tax and gratuity, for three (3) meals, or when separate meals are claimed, eleven dollars (\$11.00) for breakfast; fifteen dollars (\$15.00) for lunch; and twenty-four dollars (\$24.00) for dinner, all including tax and gratuity.
 - (2) Option 2 – Without receipts, an employee may be reimbursed for meal expenses up to \$34.00 per day, including tax and gratuity, for three (3) meals, or when separate meals are claimed, six dollars (\$6.00) for breakfast, nine dollars (\$9.00) for lunch, and nineteen (\$19.00) for dinner, all including tax and gratuity.
- (3) All meals for a single day must be claimed under either Option 1 or Option 2.
- (d) Meal allowances for a business meeting/conference including meals are the actual cost.
- (e) The parties agree that it is the basic responsibility of employees to anticipate and make provision for their own meals. In emergency situations at the work site, if an employee is unable to obtain a meal due to extraordinary working conditions or an extremely remote work site, the County shall make every effort to provide meals.

Section 8 – Expense Advances

Advancement of funds for business expenses can be obtained from the Auditor/Controller's office through submission of the appropriate form. Advancements shall not exceed the maximum per diem amounts set forth herein. The minimum amount to be advanced is twenty-five dollars (\$25.00). Upon return from travel, the employee must submit an expense reimbursement form and all receipts documenting expenses incurred. If the employee does not submit this accounting within fifteen (15) calendar days of return from travel, or prior to termination of County employment, the Auditor/Controller's office may recover the amount advanced from the employee's pay.

Section 9 – County Credit/Debit Cards

The Appointing Authority may issue a County credit or debit card to an employee and require business expenses be paid for with said card. Further, the County may require that meal and lodging expenses be limited to the maximum amounts listed in Section 7, paragraphs (b) and (c) above. If unauthorized charges are placed on the card, the employee shall be required to reimburse the County. If the employee fails to reimburse the County within fifteen (15) calendar days or prior to separation from County service, the Auditor/Controller's office may recover any unauthorized charges from the employee's pay.

EXTRA-HELP EMPLOYMENT

ALL UNITS

An extra-help appointment shall mean an appointment which is intended to be on less than a year-round basis, including, but not limited to the following: to cover peak workloads; emergency extra workloads of limited duration; necessary vacation, holiday or sick leave relief; temporary extra help to cover workloads pending establishment and/or hiring into vacant regular positions; and other situations involving a fluctuating staff. At the end of 2,080 service hours the appointment shall be terminated unless the appointing authority receives approval from the Director of Human Resources or designee to continue the appointment.

Extra-help employees shall be compensated on an hourly basis only for hours actually worked unless otherwise provided for in this Agreement or required by law. Extra-help employees shall be eligible for step advancement based upon completed service hours and satisfactory service in accordance with the Article "Salary Rates and Step Advancements."

Under unusual circumstances and with the approval of the appropriate appointing authority(ies) and the Director of Human Resources, an employee in a regular position may choose to work in an extra-help capacity for the same or another appointing authority and be compensated as such pursuant to this Article.

Extra-help employees shall participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program, or benefit. Said employees shall contribute 5% of the employee's biweekly gross earnings, and the County shall contribute 2.5% of employee's biweekly gross earnings. The employee's contributions to PST Deferred Compensation shall be automatically deducted from employee's earnings. Maximum total contributions shall be 7.5% of the employee's maximum covered wages for Social Security purposes. Employees shall enroll in the Plan on forms approved by the Human Resources Division Chief, Employee Benefits & Services. This paragraph shall not apply to any employee who is otherwise covered by the County Retirement System.

FLEXIBLE SPENDING ACCOUNT

ALL UNITS

Effective November 2, 2002, the County shall establish a Health Expense Flexible Spending Account (FSA) for employees in regular positions who are regularly scheduled to work forty (40) or more hours per pay period. The Health Expense FSA is established in accordance with provisions of Section 125 of the Internal Revenue Code (IRC). The Human Resources Division Chief, Employee Benefits and Services, will serve as the Plan's Administrator. The Health Expense FSA Plan year will coincide with the County's Benefit Plan year. Employees who choose to participate in the Health Expense FSA must complete and submit enrollment forms in

accordance with procedures developed by the Plan's Administrator. Eligible employees will be notified of these procedures at least thirty (30) days prior to the beginning of each Plan year. Eligible employees may contribute, on a pre-tax basis, a minimum of five dollars (\$5.00) and a maximum of twenty-five dollars (\$25.00) per biweekly pay period to a flexible spending account. Upon enrolling in the Plan, employees may not change their designated biweekly contribution amount or discontinue making contributions for the remainder of the Plan year (until on or about June 30) unless they incur an eligible family status change as defined in Section 125 of the IRC. Section 125 also requires that any amounts remaining in an employee's account at the end of the Plan year must be forfeited. The County will use any forfeited amounts to help defray the Plan's administrative expenses. Contributions made to the Health Expense FSA may be used for receiving non-taxable reimbursements of eligible medical and dental expenses not covered by insurance. Eligible reimbursable expenses are those medical and dental expenses that qualify as medical expenses under the Internal Revenue Code.

FULL UNDERSTANDING, MODIFICATION AND WAIVER

ALL UNITS

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of representation, and that the understandings arrived at after the exercise of that right are set forth in this Agreement. The express provisions of this Agreement, for its duration, therefore constitute the complete and total contract between the County of San Bernardino and SEBA with respect to wages, hours, and other terms and conditions of employment. Any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. Therefore, the County and SEBA for the life of this Agreement, each voluntarily waives the right to meet and confer in good faith and waives the right to compel the other party to meet and confer in good faith with respect to any subject or matter referred to or covered in this Agreement.

The County may make changes to the Personnel Rules consistent with rights, if any, SEBA has to meet with the County prior to implementation of such changes.

During the term of this Agreement, the County may make changes to policies, procedures, rules and directives affecting employees in this Unit. However, except in emergencies, prior to implementing any change within the scope of bargaining, the County shall provide at least fourteen (14) days notice to SEBA, and provide SEBA an opportunity to meet and discuss the impact of the proposed change.

HOURS OF WORK

SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT

Employees in this Unit shall be required to work during such hours as necessary to carry out the duties of their position, as designated by the appointing authority, and such hours may be varied so long as the work requirements and efficient operations of the County are assured.

Notwithstanding any other provisions of this Agreement, the County Administrative Officer may authorize overtime compensation at straight time or time and one-half rates at any time

(including retroactively for emergencies as defined in Section 13.022(h) of the County Code) to be paid to any employee in order to carry out the intent of a Board-approved program, to respond to an emergency, or to compensate for hours of work performed above that normally expected of such employee.

Employees in regular positions in this unit are considered to be salaried for purposes of the Fair Labor Standards Act. If, as a result of changes in legislation, federal regulations, or court decisions, employees are considered to be non-salaried, the County and SEBA will meet and confer concerning changes to return the employees to salaried status.

Employees covered by this Article who are disciplined by a suspension without pay shall only receive such suspension in increments of one (1) work week. Alternatively, an appointing authority may discipline an employee covered by this Article via a deduction of accrued leave time. The accrued leave time is limited to vacation, holiday, annual or administrative leave. Deductions of accrued leave time may be made in increments of less than one (1) work week. Any disciplinary action imposed under this Article is subject to appeal under the Personnel Rules of San Bernardino County. Employees shall not be disciplined by a reduction in step.

IMPLEMENTATION

ALL UNITS

This Memorandum of Understanding constitutes a mutual agreement by all members of the Employee Relations Committee to be jointly submitted to the Board of Supervisors for approval. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until approved by the Board of Supervisors.

JOB SHARING AND PART-TIME EMPLOYMENT

ALL UNITS

The County will make reasonable accommodation for an employee in a regular position who desires to share his/her job with another qualified employee or eligible person. Whenever possible, job sharing will be encouraged to minimize the impact of a layoff. Jobs may be shared on an hourly or daily basis, provided that one (1) employee works more than forty (40) hours per pay period. The employee who works less than forty (40) hours per pay period shall not be eligible to receive any benefits under the Article, "Benefit Plan," or for which the County pays an insurance premium or membership in the retirement system.

All other benefits for job sharing employees shall be as provided in the appropriate Article. Each employee shall be notified in writing by the appointing authority at the time of the appointment and such notification will clearly define the benefits to which each employee is entitled.

Effective September 7, 2002, the following language will replace the preceding language:

At the discretion of the appointing authority, an employee may be allowed to job share or to work on a part-time basis in a regular position. Job share is defined as two (2) employees sharing one (1) regular position. Part-time employment is defined as an employee working in a regular position that is scheduled for less than eighty (80) hours per pay period.

Benefits for job sharing and part-time employees shall be as provided in the appropriate Article. Each employee shall be notified in writing by the appointing authority at the time of the appointment and such notification will clearly define the benefits to which each employee is entitled.

An appointing authority may discontinue part-time or job share status with a written notice at least two (2) pay periods prior to the effective date of the change.

LAYOFF

ALL UNITS

Section 1 – Definition

A layoff is the involuntary separation or demotion of a regular employee to a position in a lower classification without fault of the employee. Layoff applies only to regular positions. A layoff occurs only when there is a surplus of employees, a position is to be deleted from the authorized table of organization, or when funds are withdrawn from a previously funded position.

Section 2 – Notification

Whenever an appointing authority believes that a layoff will be necessary, the appointing authority shall submit a layoff plan to the Director of Human Resources for approval. The layoff plan shall include the anticipated number, classification, and position number of employees to be laid off and seniority list by classification of all affected employees. The San Bernardino County Safety Employees' Benefit Association shall be provided with a copy of the layoff plan immediately upon approval by the Director of Human Resources. Once such a plan is approved, affected employees shall be entitled to ten (10) working days notification prior to layoff.

Section 3 – Order of Layoff

- (a) Layoffs shall be made by classification within a department.
- (b) Layoffs among regular employees shall be made on the basis of seniority determined by the employee's current beginning (hire) date of continuous service in a regular position with the County. In the event of a tie in total time of continuous County service between two (2) or more employees, the order of layoff shall be determined at the discretion of the appointing authority.
- (c) Before any reduction in the work force of regular employees occurs, all unclassified, provisional, extra-help, recurrent, and probationary employees in the affected classifications within the affected department shall be terminated in that order. For purposes of layoff, trainees and most recently hired dual appointments shall be treated the same as probationary employees.

- (d) Probationary employees and employees on Temporary Assignment to a Vacant Higher Position, who have regular status in another classification, shall be returned to their former classification where they will be subject to layoff under provisions applicable to other employees in that classification. Underfills shall have layoff rights in the underfill classification.
- (e) Regular employees whose positions have been deleted shall be allowed to exercise their options, based on seniority, to select either a vacant position or to bump into any position within their current classification filled with a less senior employee; provided, however, that only the number of positions filled by the least senior employees in the affected classification, equal to the number of positions being deleted from the classification, shall be available for bumping. An employee who elects not to bump into any position within the collective group of vacant and filled junior positions, thereby retaining his/her existing classification, shall be provided the opportunity to select from those options identified in (i) of this Article.
- (f) If a regular employee to be separated has regular status in a lower classification, reduction in classification (bumping) within the affected non-group department/group shall be approved. For purposes of bumping, the number of positions filled by the least senior employees in the affected classification(s) equal to the number of employees bumping into the classification shall be identified. Additionally, all vacant positions in the affected classification shall be made available to the affected employees. This collective group of positions shall then be subject to the bumping process.
- (g) Reductions in classification shall only be approved when the employee has previously held regular status in the lower classification, and has seniority over identified employees in the lower classification. Reductions in classification shall first be made to the next lower classification in which the employee has regular status. The employee being reduced may only replace a junior employee, or be placed in a vacant position, in the classification identified pursuant to (e) above within the affected department. The junior employee being bumped will be separated or reduced in classification. If the classification to which an eligible employee is first considered for reduction is not authorized in the department, or if the employee does not have seniority in that classification, reduction shall then be made to the next lower classification in which the employee has regular status. This procedure shall continue until all reductions in classification and the ultimate separations are completed.
- (h) Employees in unclassified positions do not have a right to bump employees in classified positions. A classified employee may refuse to bump into an unclassified position without waiving the right to bump a more junior employee in the same or lower classification.
- (i) If bumping results in an assignment which the employee considers to be undesirable, such employee may request:
 - (1) a voluntary demotion to a vacant position;
 - (2) a leave of absence with right to return to work; or
 - (3) a leave of absence without right to return to work, but placement on an eligible list.

Any of these options require the approval of the Director of Human Resources.

Section 4 – Exception to Order of Layoff

Whenever an appointing authority believes that the best interest of the service requires the retention of an employee with special qualifications, characteristics, and fitness for the work, the appointing authority may request that such employee be exempted from the bumping procedures. Such requests must be in writing and approved by the Director of Human Resources. If approved, SEBA shall be provided with a copy of the request.

Section 5 – Employee's Rights While on Layoff

- (a) During the first two (2) years following a layoff, laid-off regular employees shall be assured the right of an interview for vacant positions for which they meet certification requirements prior to final selection and appointment to said vacant positions within their previous department in the same or equivalent classification to the one in which the employee has previously held regular status.
- (b) Any employee who is affected by a layoff may request that their name be placed on appropriate eligible lists for a period of two (2) years by submitting such a request and an application to the Director of Human Resources for determination of eligibility. Approval of such requests only entails placement on the list and does not guarantee employment or carry any bumping privileges. Placement on the eligible list shall be made pursuant to the provisions for requalification contained in the Personnel Rules.

LEAVE PROVISIONS

SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT

Employees in this Unit shall apply available paid leave time whenever a leave of absence is approved. However, employees who are on an approved leave of absence for less than one (1) full day, who do not have sufficient leave time available to cover the absence, shall be paid the full salary for their regular work day.

ALL UNITS

Section 1 – Sick Leave

- (a) Definition – Sick leave with pay is an insurance or protection provided by the County to be granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, attendance upon an ill member of the employee's immediate family or for a medical, optical, or dental appointment, as provided below.

Immediate family is defined as parent, child, spouse, or domestic partner as defined by California Family Code Section 297.

- (b) Accumulation – Employees in regular positions shall accrue sick leave for each payroll period completed, prorated on the basis of eighty-eight (88) hours per year, or 3.39 hours per pay period. Earned sick leave shall be available for use the first day following the payroll period in which it is earned. There shall be no limit on sick leave accumulation.

The minimum charge against accumulated sick leave shall be fifteen (15) minutes. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive sick leave accumulation on a pro rata basis.

- (c) Compensation – Approved sick leave with pay shall be compensated at the employee's base rate of pay, except as otherwise provided in this Agreement.

(d) Administration

- (1) Investigation – It shall be the responsibility and duty of each appointing authority to investigate each request for sick leave and to allow sick leave with pay where the application is determined to be proper and fitting, subject to approval of the Director of Human Resources.
- (2) Notice of Sickness – In twenty-four (24) hour departments, the appointing authority or designee should be notified at least two (2) hours prior to the start of the employee's scheduled tour of duty of a sickness on the first day of absence and must be notified at least one (1) hour prior to the start of the employee's scheduled tour of duty. In other departments, the appointing authority or designee must be notified within one-half (1/2) hour after the start of the employee's scheduled tour of duty of a sickness on the first day of absence.

It is the responsibility of the employee to keep the appointing authority informed as to continued absence beyond the first day for reasons due to sickness or occupational disability. Failure to make such notification shall result in denial of sick leave with pay. If the employee receives a doctor's off-work order and provides notice of same to the appointing authority, the employee is not required to contact the department daily. If the employee does not have an off-work order or has not notified the appointing authority that one has been issued, the employee shall be required to contact the department daily in accordance with the timeframe above.

- (3) Review – The Director of Human Resources may review and determine the justification of any request for sick leave with pay and may, in the interest of the County, require a medical report by a doctor to support a claim for sick leave pay.
- (4) Proof – A doctor's certificate or other adequate proof shall be provided by the employee in all cases of absence due to illness when requested by the appointing authority.
- (5) Improper Use – Evidence substantiating the use of sick leave for willful injury, gross negligence, intemperance, trivial indispositions, instances of misrepresentation, or violation of the rules defined herein will result in denial of sick leave with pay and shall be construed as grounds for disciplinary action including termination.

(e) Sick Leave for Other than Personal Illness/Injury

- (1) Each employee may use up to one-half (1/2) of the employee's annual accrual of earned sick leave per calendar year to attend to an ill parent, child, spouse, or domestic partner as defined by California Family Code 297 or to accompany them to medical appointments.

- (2) A maximum of forty (40) hours earned sick leave may be used for bereavement due to the death of persons in the immediate family, or any relative who resided with the employee. Immediate family is defined as spouse, child, grandchild, mother, father, grandparent, brother, sister, mother-in-law, father-in-law, or domestic partner as defined by California Family Code 297.
- (3) A maximum of forty (40) hours earned sick leave may be used per occurrence for arrival of an adoptive child at the employee's home.
- (4) An employee (father) may utilize on an annual basis no more than forty (40) hours of accumulated sick leave per calendar year for the birth of his child.
- (5) While the employee may use sick leave for personal medical, dental or optical appointments, every effort should be made to minimize necessary leave by scheduling the appointments at the start or end of the employee's tour of duty or on a regularly scheduled day off.

(f) Return-to-Work Medical Clearance

- (1) Under the following circumstances, all employees who have been off work due to an illness or injury will report to the San Bernardino County Center for Employee Health and Wellness for a medical evaluation of their condition and authorization to return to work before returning to work:
 - (i) Employees whose treating physician or other qualified medical provider has ordered job modification(s) as a condition for either continuing to work or for returning to work after an illness or injury. This applies to both occupational and non-occupational illness or injury.
 - (ii) Employees who have been off work due to communicable diseases such as, but not limited to, chicken pox and measles.
 - (iii) Employees who have been absent on account of a serious medical condition, when so directed by their appointing authority, and with concurrence of the Center for Employee Health and Wellness.
- (2) The employee is eligible to receive reimbursement for mileage for a return-to-work appointment pursuant to the Expense Reimbursement Article. Employees who attend medical appointments, not return-to-work examinations, at the Center for Employee Health and Wellness for an occupational injury shall receive reimbursement for mileage through workers' compensation. Employees are required to attend the return to work examinations on their own time.
- (3) It is the responsibility of the employee, covered by (1) (i) - (iii) above, to obtain written notice from their medical provider of their authorization to return to work with or without job modification. To ensure all necessary and relevant medical information is provided, the County shall make available forms to be completed by the medical provider. It is the responsibility of the employee to provide verbal notice to their appointing authority immediately upon receipt of their medical provider's authorization to return to work, and no later than 24 hours after receipt of the notice. The appointing authority or designee will schedule an appropriate medical evaluation for the employee with the Center for

Employee Health and Wellness prior to the employee's return to work. The employee shall provide their medical provider's written notice of authorization to return to work to the Center at or prior to the employee's scheduled appointment time.

- (4) Exceptions to the above requirements may be made on a case-by-case basis by the Medical Director or designee for the Center for Employee Health and Wellness.
- (5) The employee is obligated to attend the appointment as scheduled under the conditions outlined above. If the employee fails to adhere to the procedure, the employee is required to use sick leave or leave without pay for any work hours missed. If required notice has been provided, and there is a delay between the employee's appointment with the Center and the start of his/her scheduled tour of duty on the day that he/she was released to return to work, the County will pay for work hours missed, without charge to the employee's leave balances.
- (6) The final decision on the employee's ability to return to work rests with the medical provider at the Center for Employee Health and Wellness. In the event the employee is not released to return to work by the medical provider at the Center for Employee Health and Wellness, the employee's status would continue on sick leave or, where there is no balance, leave without pay.

(g) Workers' Compensation

- (1) Employees covered by Section 4850 of the Labor Code who are injured in the line of duty are entitled to full salary in lieu of Workers' Compensation benefits and sick leave for a period not to exceed one (1) year. After the employee has used one (1) full year of such 4850 time, said employee may use accumulated sick leave with pay with the approval of the appointing authority to augment temporary disability payments if said employee is still temporarily disabled by order of an accepted physician under the Workers' Compensation sections or until said employee is retired.
- (2) Employees shall receive full salary in lieu of Workers' Compensation benefits and paid sick leave for the first forty (40) hours following an occupational injury or illness, if authorized off work by order of an accepted physician under the Workers' Compensation sections of the California Labor Code. Thereafter, accumulated paid leave may be prorated to supplement such temporary disability compensation payments, provided that the total amount shall not exceed the regular gross salary of the employee. Employees eligible for salary continuation pursuant to Labor Code 4850 are not entitled to this paid time.

(h) Separation – Unused sick leave shall not be payable upon separation of the employee, except as provided in paragraph (i).

(i) Sick Leave Cash-Out – Employees who hold regular positions in the County service and are currently members of the San Bernardino County Employees' Retirement Association, shall receive compensation in accordance with the following.

After ten (10) years of continuous service from date of hire in a regular position and upon retirement, death, or separation, an employee or the estate of a deceased employee will be paid for unused sick leave balances according to the following formula:

<u>Sick Leave Balance As of Date of Separation</u>	<u>Cash Payment % of Hours of Sick Leave Balance</u>
480 hours or less	30%
481 to 600 hours	35%
601 to 720 hours	40%
721 to 840 hours	45%
841 to 1000 hours	50%

Employees who receive a disability retirement due to permanent incapacity to work shall be entitled to one hundred percent (100%) cash payment of any unused sick leave balances, up to one thousand (1,000) hours computed at their then current base hourly rate, if they elect an early retirement in lieu of exhausting such accrued sick leave balances. In no event shall any employee, except those receiving a disability retirement, receive compensation under this section in excess of five hundred (500) hours pay computed at the then current base hourly rate of said employee.

- (j) Perfect Attendance – Employees in regular, full-time positions who do not utilize any sick leave in a calendar year (i.e., pay period 1 through pay period 26 or 27, when applicable, of the same year), and who do not record any sick leave without pay or absent without pay during that year, shall receive a one (1) year's paid membership in a Human Resources approved health facility or utilization of perfect attendance leave. The paid health facility membership shall not exceed the cost of a one (1) year paid membership at the 24-Hour Fitness, Inc. (standard club rate). In lieu of a Human Resources approved health facility membership, the employee has the option of utilizing sixteen (16) hours of perfect attendance leave, no cash out provision, within the time frame of the subsequent calendar year. Failure to utilize perfect attendance leave within the subsequent calendar year shall result in forfeiture of any unused leave.
- (k) Vacation Conversion Option – Employees who have used less than forty (40) hours of sick leave in a fiscal year (i.e., pay period 15 through pay period 14 of the following year) may, at the employee's option, convert sick leave to vacation leave by the following formula: Hours of sick leave used are subtracted from forty (40). Sixty percent (60%) of the remainder, or a portion thereof, may be added to vacation leave to be utilized in the same manner as other accrued vacation leave.

<u>Sick Leave Hours Used</u>	<u>Hours to be Converted</u>	<u>Vacation</u>
0	40	24.0
8	32	19.2
16	24	14.4
24	16	9.6
32	8	4.8
40	0	0.0

Section 2 – Vacation Leave

- (a) Definition – Vacation is a right, earned as a condition of employment, to a leave of absence with pay for the recreation and well being of the employee. If an employee has exhausted sick leave, vacation leave may be used for sick leave purposes upon a special request of the employee and with the approval of the appointing authority.
- (b) Accumulation – Employees in regular positions shall accrue, on a pro rata basis, vacation leave for completed service hours, up to eighty (80) hours per pay period. Employees in regular positions paid less than eighty (80) hours per pay period or job-shared positions shall receive vacation leave accumulation on a pro rata basis; provided, however, that there shall be no proration of the maximum accumulations.

Such leave shall be available for use on the first day following the pay period in which it is earned, provided an employee has completed 1,600 hours of continuous service from the employee's benefit date.

Length of Service From Benefit Date	Annual Vacation Allowance	Maximum Allowed Unused Balance
After 1,600 and through 8,320 service hours	80 Hours	160 Hours
Over 8,320 and through 18,720 service hours	120 Hours	240 Hours
Over 18,720 service hours	160 Hours	320 Hours

(c) Administration

- (1) Scheduling – Vacation periods should be taken annually with the approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well being of the employee. No employee shall lose earned vacation leave time because of work urgency. If an employee has reached the maximum allowed unused balance due to work urgency and is unable to take a vacation leave, the appointing authority will notify the Auditor/Controller of the situation and approve one (1) waiver per calendar year of the maximum allowed unused balance for a period not to exceed thirteen (13) pay periods per calendar year.

Written request for vacation leave shall receive a written response from the appointing authority within two (2) weeks of submission. In instances where a vacation leave request has received written, advance approval and is rescinded due to work urgency by the supervisor, that decision may be appealed to the Department Head/Group Administrator for an immediate review. In those instances where the direct supervisor is the Department Head/Group Administrator the rescission due to work urgency may be appealed to the Director of Human Resources for immediate review. In those instances where a financial hardship would occur because pre-approval resulted in prepayment by the employee, a vacation would only be canceled under the most extreme work emergency.

- (2) Minimum Charge – The minimum charge against accumulated vacation leave shall be fifteen (15) minutes. Vacation leave shall be compensated at the employee's base rate of pay, except as otherwise provided in this Agreement.
- (3) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
- (4) Vacation Leave and Termination Date – Employees not planning to return to County employment at the expiration of a vacation leave, except those retiring, shall be compensated in a lump sum payment for accrued vacation and shall not be carried on the payroll. Retiring employees may elect to use vacation leave to enhance retirement benefits or to be compensated in a lump sum payment for accrued vacation leave, provided that each pay period the employee charges the number of hours in their regular scheduled tour of duty.

Section 3 – Holiday Leave

- (a) Fixed Holidays – All employees in regular positions shall be entitled to the following holidays:

January 1st	November 11th
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24 th
July 4th	December 25 th
First Monday in September	December 31st
Second Monday in October	

- (b) Floating Holidays – Employees in regular positions shall be entitled to accrue one (1) floating holiday (eight (8) hours holiday time) during the first pay period prior to the third Monday in January, provided that the employee is not on unpaid leave for the entire pay period and is in an active/paid status on the payroll.

Floating holidays accrued shall be available for use on the first day following the pay period in which they are accrued, with the approval of the appointing authority. Appointing authorities have the right to schedule employees' time off for accrued holidays to meet the needs of the service but with consideration given to the well-being of the employee. Employees in regular positions budgeted less than eighty (80) hours per pay period or job-shared positions shall receive floating holiday accruals on a pro rata basis.

- (c) Eligibility for Holiday Pay – Except as provided in Section 4 of this Article, to receive holiday pay for a fixed holiday, the following conditions must be met during the pay period in which the fixed holiday fell.

- (1) The employee must have been hired prior to or at the start of the pay period and not have separated prior to the end of the pay period in which such fixed holiday fell.

- (2) The employee must be paid for at least one-half (1/2) of their regularly scheduled hours.
- (3) The employee must have been on an approved leave of absence for any unpaid hours.
- (4) The employee must have not had any unauthorized leave.
- (d) Holiday During Vacation – When a fixed holiday falls within a vacation period, the holiday time shall not be charged against an employee's earned vacation benefits.
- (e) Working on a Holiday – Whenever an employee is required to work on a fixed holiday or the fixed holiday falls on an employee's regularly scheduled day off, the employee shall accrue, on an hour for hour basis, up to a total of eight (8) hours floating holiday time. At the request of the employee, and with approval of the appointing authority, straight time payment can be made in lieu of accrual provided such compensation is approved during the pay period in which it is worked.
- (f) Weekend Holidays – When a fixed holiday falls on a Saturday, the previous Friday will be observed as the fixed holiday except that when the preceding Friday is also a fixed holiday, the preceding Thursday will be observed as the fixed holiday. When a fixed holiday falls on a Sunday, the following Monday will be observed as the fixed holiday except that when the following Monday is also a fixed holiday, the following Tuesday will be observed as the fixed holiday.

For those County department operations that operate six (6) and seven (7) days per week facilities, fixed holidays which fall on either a Saturday or Sunday shall be observed on those days by employees of those operations scheduled to work.

- (g) Holiday Time Accrual – Upon retirement or termination, employees shall be compensated for any unused accrued holiday time at the then current base rate equivalency unless the employee's position was abolished as a result of a layoff.

Section 4 – Leave Accruals While on Disability Leave

Employees receiving the benefits of workers' compensation, short-term disability, or state disability insurance leave receive partial replacement of their income through these benefits. Employees on these types of disability leaves may choose to fully integrate, partially integrate, or not integrate personal leave time with these disability payments.

The maximum amount the employee receives from integrating leave time with disability payments shall not exceed 100% of the employee's base salary. Paid personal leave time coded on the employees' Time and Labor Report will be limited to the amount of leave necessary to integrate benefits to the level designated by the employee. When the exact amount is not known, a good faith estimate may be made and the amount will be adjusted later as necessary. If any overpayments are made, the employee will be required to repay that amount in accordance with the Payroll Adjustments Article. An employee who knowingly receives payment in excess of their regular base salary is required to report it to their Departmental payroll clerk.

Employees who are fully integrating accrued leave time with disability benefits and have at least forty-one (41) hours of any type of leave time accrued as of the prior pay period shall be eligible to receive full accruals of vacation and sick leave. Employees who are not fully integrating or employees who have less than forty-one (41) hours of any type of leave time accrued shall earn

pro-rated vacation and sick leave accruals based upon paid leave time coded on the Time and Labor Report only.

Employees who are fully integrating paid leave time with disability benefit(s) will be eligible for fixed holiday pay provided that they are on the payroll for the entire pay period, have no unapproved leave for the pay period and have enough leave accrued to equal at least one-half (1/2) of the employee's normal scheduled hours. Employees who are partially integrating or not integrating paid leave time with disability benefits will be paid for holidays in accordance with the holiday leave provisions in Section 3 of this Article.

Employees eligible to apply for SDI must provide proof of benefit amount or denial of SDI benefits. If proof is not provided, the County will presume the employee is getting the maximum allowable SDI benefit payment and the amount of paid leave coded on the Time and Labor Report will be limited to the maximum allowable leave integration to ensure gross pay from all combined sources does not exceed the employees' base salary.

Section 5 – Compulsory Leave

If, in the opinion of the appointing authority, employees are unable to perform the duties of their position for physical or psychological reasons, an examination may be required by a physician or other competent authority designated by the Director of Human Resources or designee. If the examination report shows the employee to be in an unfit condition to perform the duties required of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay, to transfer to another position without reduction in compensation, and/or follow a prescribed treatment regimen until medically qualified to return to unrestricted duty.

Section 6 - Military Leave

As provided in the California Military and Veterans Code Section 395 et. seq., and any amendment thereto, and the federal Uniformed Services Employment and Reemployment Rights Act of 1994, a County employee, regular, extra-help, or recurrent may be entitled to the following rights concerning military leave:

- (a) Definition – Military leave is defined as the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training (weekend drills), full-time National Guard duty, and a period for which an employee is absent for the purpose of an examination to determine the fitness of the person to perform any such duty.
- (b) Notice and Orders – All employees shall provide advance notice of military service unless military necessity prevents the giving of notice or the giving of notice is impossible or unreasonable. Where available, copy of military orders must accompany the request for leave.
- (c) Temporary Active Duty – Any employee who is a member of the reserve corps of the Armed Forces, National Guard, or Naval Militia shall be entitled to temporary military leave of absence for the purpose of active military training provided that the period of ordered duty does not exceed one hundred eighty (180) calendar days, including time involved in going to and returning from such duty. While on paid status, an employee on temporary military leave shall receive the same vacation, holiday, and sick leave, step advances and benefits

that would have been enjoyed had the employee not been absent, providing such employee has been employed by the County for at least one (1) year immediately prior to the date such leave begins. In determining the one (1) year employment requirement, all time spent in recognized military service, active or temporary, shall be counted. An exception to the above is that an uncompleted probationary period must be completed upon return to the job. Any employee meeting the above one (1) year employment requirement shall be entitled to receive their regular salary or compensation, pursuant to Section (e) of this Article.

- (d) Full-Time Active Duty – Employees who resign from their positions to serve in the Armed Forces for more than one hundred eighty (180) days, shall have a right to return to their former classification upon serving written notice to the appointing authority, no later than ninety (90) days after completion of such service. Returning employees are subject to a physical/psychological examination.

Should such employee's former classification have been abolished, then the employee shall be entitled to a classification of comparable functions, duties, and compensation if such classification exists, or to a comparable vacant position for which the employee is qualified.

The right to return to former classification shall include the right to be restored to such civil service status as the employee would have if the employee had not so resigned; and no other person shall acquire civil service status in the same position so as to deprive such employee of this right to restoration.

Eligible employees are also entitled to the reemployment and benefit rights as further described in the Uniformed Services and Employment and Reemployment Rights Act, 38 U.S.C. Sections 4301-4333. Specifically, a returning employee will receive restoration of original hire and benefit date, salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with provisions contained herein), the retirement plan contribution rate and retirement system contributions (provided the employee complies with any requirements established by the Retirement Board). However, such employee will not have accrued vacation, sick leave, or other benefit while absent from County employment, except as provided in the temporary duty provision.

- (e) Compensation – This provision does not include an employee's attendance for inactive duty, commonly referred to as weekend reserve meetings or drills. Employees must use their own time to attend such meetings. Should the meetings unavoidably conflict with an employee's regular working hours, the employee is required to use vacation or holiday leave, leave without pay, or make up the time. Employees who are called in for a medical examination to determine physical fitness for military duty must also use vacation leave, leave without pay, or make up the time. Employees cannot be required to use their accrued leave. Any employee meeting the requirements in (c) and (d) shall be entitled to receive their regular salary or compensation for the first thirty (30) calendar days of any such leave. Pay for such purposes shall not exceed thirty (30) days in any one fiscal year and shall be paid only for the employee's regularly scheduled workdays that fall within the thirty (30) calendar days.
- (f) Extension of Benefits – The County recognizes the increased requirements of the military due to the terrorists' attacks on America in September 2001. Employees who are called to active duty as a result of the activation of military reservists beginning in September 2001, and are eligible to receive the thirty (30) calendar day military leave compensation shall

receive the difference between their base County salary and their military salary starting on the 31st calendar day of military leave. The difference in salary shall continue for up to eight hundred and eighty (880) service hours (approximately 150 calendar days) of active military service in addition to the thirty (30) days provided for in this Section. During this eight hundred and eighty (880) service hour period, the County will continue to provide the employee the benefits and all leave accruals as was provided prior to such active duty. Retirement contributions and credit will be granted if the employee had enough pay to cover the entire contribution. If the employee does not get enough pay to cover the retirement contribution, no contribution or credit will be given. If upon return from leave the employee complies with all requirements of the Board of Retirement, then the employee shall also receive the retirement pick-up allowed by the MOU. Employees should note that the Accidental Death and Dismemberment (AD&D) plan contains a war exclusion.

Effective March 9, 2002, the County shall provide the difference in salary under the conditions described above for an additional one thousand fifty-six (1,056) service hours (approximately 180 calendar days).

If the employee becomes eligible for full County payment for the first 30 days of military leave provided in (e) of this Section, the extended payments provided under this section shall be suspended and shall be continued after the 30 days compensation has been completed.

After December 27, 2002, no compensation shall be paid beyond the 30-day leave period, unless such compensation is expressly approved by the Board of Supervisors.

(g) Vacation and Military Leave – Employees shall not be permitted to take vacation or other accrued leave in lieu of the military leave provisions provided in (e) of this Section. Employees may elect to use accrued leave time, except sick leave, in lieu of the integrated pay in subsection (f) of this Section under the following conditions:

- (1) The employee must decline in writing the benefits of section (f) of this Article prior to the due date of the Time and Labor Report. The employee must include the dates for which he/she is declining the benefit.
- (2) The employee must use accrued leave time for the entire pay period (i.e. County pay will not be integrated with military pay for partial pay periods).
- (3) Such written declination cannot be revoked or amended at a later date for a pay period for which the TLR has already been submitted.
- (4) Benefits, leave accruals, and pay will be administered per normal procedures for vacation pay; no additional benefits otherwise granted under this Article will be available.

Employees may elect to use accrued leave time, except sick leave, once all paid benefits have been exhausted.

Section 7 – Political Leave

Any employee who is a declared candidate for public office shall have the right to a leave of absence without pay for a reasonable period to campaign for the election. Such leave is subject to the conditions governing special leaves of absence without pay contained herein.

Section 8 – Special Leaves of Absence Without Pay

(a) General Provisions – A special leave of absence without pay for a period not exceeding one (1) year may be granted to an employee who:

- (1) Is medically incapacitated to perform the duties of the position.
- (2) Desires to engage in a relevant course of study, which will enhance the employee's value to the County.
- (3) Takes a leave of absence pursuant to the federal Family Medical Leave Act, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act (FEHA).
- (4) For any reason considered appropriate by the appointing authority and the Director of Human Resources.

(b) Types of Leaves of Absence

There are four (4) types of leaves of absences. All requests must be in writing and require the approval of the appointing authority or designee and the Director of Human Resources or designee. Upon request, the appointing authority or designee and the Director of Human Resources or designee may grant successive leaves of absence. All benefits shall be administered in accordance with the appropriate Article of this Agreement.

(1) Leaves of Absence With Right to Return

Leaves of absence with right to return may be granted to employees in regular positions for a period not exceeding one (1) year. The employee remains in his/her position.

(2) Family Leave

Leaves of absence will be granted in accordance with the federal Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and/or Pregnancy Disability Leave (PDL) provision under Fair Employment and Housing Act (FEHA). This leave can be concurrent with use of paid leave or leave of absence without pay with right to return.

An employee on an approved leave of absence without pay under this provision will continue to receive the benefits outlined in the Benefit Plan Article of this Agreement for a period of six (6) pay periods. Certification from a health care provider is required for all instances of medical leave under this provision. Employees are required to inform supervisors of the need for leave at least thirty (30) days before commencement where possible.

In instances where the leave is for the birth or placement of a child and both parents are County employees, both employees are limited to a total of twelve (12) weeks between them.

(3) Leaves of Absence Without Right to Return

- (i) General – Leaves of absence without right to return may be granted to employees with regular status for a period not exceeding one (1) year. Employees without right to return shall be removed from their position. All leave benefits shall be administered as if the employee has been terminated; retirement contributions shall remain in the system and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).
- (ii) Rehire Process – An employee may be reemployed in the same department in the classification from which the employee took the leave of absence with the approval of the appointing authority and the Director of Human Resources. Alternatively, the employee must apply through Human Resources by the last day of the leave of absence. The employee will be placed on the eligible list for the classification from which he/she took the leave of absence without examination. Placement on the eligible list will be administered in accordance with the requalification provisions of the Personnel Rules. If the employee is not re-hired within ninety (90) calendar days of the expiration of such a leave the employee shall be terminated from County service. If reemployed, the employee shall be required to serve a new probationary period. The Director of Human Resources or designee has the discretion to waive the requirement to serve a new probationary period.
- (iii) Benefits Upon Rehire – An employee who is reemployed within ninety (90) days after the expiration of the leave of absence without right to return shall retain the following benefits:
 - Hire date;
 - Benefit date for purposes of leave accruals and step advances; except that the benefit date will be advanced for the period of time the employee is on leave of absence without right to return; and
 - Any sick leave accruals that had not been cashed out will be restored.

To be reemployed and retain the above benefits, the employee must be appointed to a position no later than 90 calendar days after the date of expiration of leave of absence. The 90 days shall run concurrently with the first 90 days of the one (1) year period provided in the Reemployment Article.

(4) Medical Leave of Absence

- (i) A medical leave of absence of up to one (1) year may be granted to employees with regular status who suffer from catastrophic illness or serious mental illness. Such leave of absence will be granted only after FMLA, CFRA and/or PDL have been exhausted. The employee is responsible for providing documentation from a qualified health practitioner prior to approval. The County retains the right to request medical documentation regarding the employee's continued incapacity to return to work.
- (ii) The employee will be removed from his/her position so that the department may fill behind the employee. All leave benefits shall be administered as if the employee has been terminated; however, retirement contributions shall remain in the system

and cannot be requested for distribution until the expiration of the leave. The employee shall be eligible to purchase medical benefits pursuant to the federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

(iii) Upon the employee's ability to return to work or the expiration of the leave of absence, whichever comes first, the employee will have the right to return to the classification within the department from which he/she took a leave of absence when a funded vacancy for which the employee meets the qualifications is available. If the employee does not return to work by the expiration date of the leave, or the soonest date after that for which the department has a vacancy, the employee relinquishes the right to return. The employee will serve a new probationary period with no right to return to former classification.

(iv) Upon return from a medical leave of absence, the employee shall retain the benefits described under Section 8(b)3(iii) of this Article.

Section 9 – Jury Duty Leave

Employees in regular positions who are ordered/summoned to serve jury duty including Federal Grand Jury duty shall be entitled to base pay for those hours of absence from work, provided the employee waives fees for service, other than mileage. Such employees will further be required to deliver a "Jury Duty Certification" form at the end of the required jury duty to verify such service. When practicable, the appointing authority will convert an employee's regular tour of duty to a day shift tour of duty during the period of jury duty. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one (1) hour of actual work time. Employees volunteering to serve on a Grand Jury shall be granted a leave of absence without pay to perform the duties of a member of the Grand Jury, in the same manner as provided in Section 8 of this Article.

Section 10 – Examination Time

Employees having regular status in regular positions at the time of application shall be entitled to a reasonable amount of time off with pay for the purpose of attending examinations and selection interviews for promotions to higher level County positions. Examination time shall also be used for such an employee's attendance at all other promotion-related requirements, i.e., medical evaluation, background processing, etc. Employees are responsible for notifying and obtaining approval from their immediate supervisor prior to taking such leave. Examination time off shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate. Employees having probationary status, including those who have previously held regular status in another classification, are not entitled to examination time off with pay.

Section 11 – Witness Leave

Employees in regular positions shall be entitled to a leave of absence from work when subpoenaed to testify as a witness, such subpoena being properly issued by a court, agency, or commission legally empowered to subpoena witnesses. This benefit shall not apply in any case in which the subpoenaed employee is a party to the action or the subpoena has arisen out of the employee's scope of employment. Witness leave shall not be charged against any accumulated leave balances and shall be compensated at the employee's base hourly rate.

This benefit will be paid only if the employee has demanded witness fees at the time of service of the subpoena, and such fees are turned over to the County.

Section 12 – Blood Donations

- (a) Employees in regular positions who donate blood without receiving compensation for such donation, may have up to two (2) hours off with pay with prior approval of the immediate supervisor for each such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work, any time in excess of two (2) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each donation must be presented to the appointing authority to receive this benefit.
- (b) Employees in regular positions who are apheresis donors may have up to four (4) hours off with pay with prior approval of the immediate supervisor for each such donation, provided no compensation is received for such donation. This benefit shall not be charged to any accumulated leave; provided, however, if the employee is unable to work any time in excess of four (4) hours may be charged to accumulated sick leave or be taken as leave without pay. Evidence of each apheresis donation must be presented to the appointing authority to receive this benefit.

Section 13 – Failure to Return After Leave

Failure of an employee to report to work at the expiration of a leave of absence shall separate the employee from the service of the County and be considered, in effect, a resignation unless extenuating circumstances can be justified to the appointing authority who may approve additional leave.

Section 14 – Service Date

Employee service date is the first day of the pay period in which the employee begins work.

LIFE INSURANCE

ALL UNITS

- (a) For each employee appointed to a regular budgeted position and scheduled from 40-60 hours per pay period, the County agrees to pay the premium for a term life insurance policy in the amount of \$25,000. For each employee appointed to a regular budgeted position and scheduled from 61-80 hours per pay period, the County agrees to pay the premium for a term life insurance policy in the amount of \$50,000. Life insurance will become effective on the first day of the pay period following the employee's first pay period in which the employee is paid for one half plus one of their scheduled hours. For example, an employee scheduled to work for eighty (80) hours must be paid for a minimum of forty-one (41) hours.
- (b) The County further agrees to make available to each employee a group term life insurance program wherein the employee may purchase, through payroll deductions, term life insurance in amounts equivalent to one (1) time, two (2) times or three (3) times the employee's annual gross earnings.

- (c) The County agrees to provide these benefits subject to carrier requirements. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County.

New employees shall become eligible to participate in these programs on the start of the pay period following completion of 1,040 hours of satisfactory performance.

Note: All persons eligible for the foregoing program of insurance will be covered for the insurance on the date the insurance becomes effective, or in the case where the employee is absent on the date the insurance becomes effective because of illness, the insurance will commence on the date of return to work.

- (d) The County agrees to provide these benefits subject to carrier requirements. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the County. Note: All persons eligible for the insurance programs will be covered for the insurance on the date the insurance becomes effective, or in the case where the employee is absent on the date the insurance becomes effective because of illness, the insurance will commence on the date of return to work.

MEAL PERIODS

ALL UNITS

Meal periods are non-paid and non-working time and shall not be less than one-half (1/2) hour, or greater than one (1) hour when scheduled. Every effort will be made to schedule such meal period during the middle of the shift when possible. If a regularly scheduled tour of duty does not include a duty-free meal period, appointing authorities shall allow employees a maximum of twenty (20) minutes per shift to eat a meal. Such time shall be considered work time.

MEDICAL EMERGENCY LEAVE

ALL UNITS

The particulars of this Medical Emergency Leave policy are as follows:

- (a) The employee must have regular status with the County or one (1) year of continuous service in a regular position with the County.
- (b) The employee must meet all of the following criteria before he or she becomes eligible for Medical Emergency Leave donation: (1) be on an approved medical leave of absence for at least thirty (30) consecutive calendar days (160 working hours) exclusive of an absence due to a work related injury/illness; (2) submit a doctor's off work order verifying the medical requirement to be off work for a minimum of thirty (30) calendar days (160 working hours); (3) have exhausted all useable leave balances prior to initial eligibility – subsequent accruals will not affect eligibility; and (4) have also recorded at least forty (40) hours of sick leave without pay during the current period of disability.
- (c) An employee is not eligible for Medical Emergency Leave if he or she is receiving workers' compensation benefits. An employee eligible for State Disability Insurance and/or Short Term Disability must agree to integrate these benefits with Medical Emergency Leave.

- (d) Vacation, holiday, administrative leave or annual leave, as well as compensatory time, may be donated by employees only on a voluntary and confidential basis, in increments of eight (8) hours (or in the case of holiday leave only four (4) hours) not to exceed a total of fifty percent (50%) of an employee's annual vacation, holiday, administrative leave, annual leave or compensatory time accrual per employee. The donation may be made for a specific employee on the time frames established by the Human Resources Department. The employee (donee) receiving the Medical Emergency Leave will be taxed accordingly.
- (e) The donation is to be for the employee's Medical Emergency Leave only; the donation to one (1) employee is limited to a total of one thousand forty (1,040) hours per fiscal year.
- (f) The definition of Medical Emergency Leave is an approved leave of absence due to a verifiable, long term illness or injury, either physical or mental impairment of the employee. Medical Emergency Leave is not for use to care for a member of the employee's family. Job and/or personal stress (not the result of a diagnosed mental disorder) is specifically excluded for receipt by the employee of Medical Emergency Leave. A statement from the employee's treating physician, subject to review by the County's Occupational Health Officer or medical designee, is required.
- (g) The employee on an approved medical leave of absence who is receiving Medical Emergency Leave can continue to earn benefit monies per the forty-one (41) hours per pay period requirement of the Benefit Plan Article, or the requirement of the Federal and State Family Leave Acts, as applicable to the individual employee.
- (h) An employee receiving leave under this program is not eligible for receipt of any accruals such as vacation, administrative leave, annual leave, sick leave or retirement credit.
- (i) Medical Emergency Leave hours will count towards the accountable hours used to determine Holiday Leave eligibility.
- (j) Donor hours shall be contributed at the donor's hourly base salary rate and be converted to the donee's hourly base salary, exclusive in both instances of overtime, differentials and the like as the singular purpose of this program is to provide financial assistance.
- (k) Any donated time unused by the employee for the medical emergency shall remain in the donee's accruals to be utilized as follows:
 - (1) Employees who resign or die while on Medical Emergency Leave shall be paid at one hundred percent (100%) of their base hourly rate of pay for all unused Medical Emergency Leave at time of resignation or death in accordance with payroll procedures established by the County Auditor/Controller.
 - (2) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to full time work shall have all unused Medical Emergency Leave converted to an equal amount of sick leave which will be available to the employee according to the applicable Sick Leave Article of the Memorandum of Understanding.
 - (3) An employee on Medical Emergency Leave who has received the approval of his/her physician and the County's Occupational Health Officer to return to work on a part time basis (less than the employee's normally scheduled hours of work per pay period) may

record a combined total of work time and Medical Emergency Leave not to exceed each pay period the lesser of eighty (80) hours or the employee's normally scheduled hours of work.

- (l) The donation shall be administered on a specific basis where so designated with instances charged to the Medical Emergency Leave donation for the actual administrative costs.
- (m) Solicitation of donors shall be regulated by the Human Resources Department, names of donors are to be confidential, the privacy rights of the donee upheld per legal requirements.
- (n) All donors and donee shall sign release forms designed, retained and effected by the Human Resources Department.

MERIT ADVANCEMENTS

ALL UNITS

Section 1

The work performance evaluation for a regular status employee shall be completed by the employee's immediate supervisor within six (6) pay periods prior to the employee's step advance due date for an employee not receiving the top step of their salary range. If such an employee is evaluated overall on the work performance evaluation as "Meets Job Standards" or "Exceeds Job Standards" the employee will be granted the step advancement effective on the employee's step due date.

If no work performance evaluation is filed prior to the employee's step due date, or if an employee receives an overall "Unsatisfactory" or "Below Job Standards" evaluation, the employee's step advance will not be granted, except as provided below.

In cases where no work performance evaluation is filed by the employee's step due date, an employee should contact the supervisor, who must complete and file the work performance evaluation within five (5) working days. If the employee is rated as "Meets Job Standards" or better, the employee will be granted the step advancement retroactive to the employee's step advance due date. If the employee is evaluated as overall "Unsatisfactory" or "Below Job Standards," the employee's step advance will not be granted, except as provided below.

Section 2

A denied step advancement can be granted following any sequence of a three (3) pay period review period of the employee's performance.

Section 3

Any dispute arising out of the content of a work performance evaluation with an overall rating of "Below Job Standards" or "Unsatisfactory" may be processed in accordance with the appeal procedure in the Personnel Rules.

Section 4

It is agreed that the performance of any employee without regular status must be rated as "Meets Job Standards" or better prior to granting any merit step advancement.

NON-DISCRIMINATION

ALL UNITS

The parties agree that the provisions of this Agreement shall be applied equally to all employees covered hereby without favor or discrimination because of race, color, sex, age, physical or mental handicap, national origin, political or religious opinions or labor organization affiliations.

The parties agree to actively support the objectives of the County's Equal Employment Opportunity Program.

OBLIGATION TO SUPPORT

ALL UNITS

The parties agree that subsequent to the execution of this Memorandum of Understanding and during the period of time said Memorandum is pending before the Board of Supervisors for action, neither SEBA nor Management, nor their authorized representatives will appear before the Board of Supervisors individually or collectively to advocate any amendment, addition or deletion to the terms and conditions of this Memorandum of Understanding. It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of this Memorandum of Understanding in its entirety.

OVERTIME

ALL UNITS

(a) General Provisions

- (1) Policy – It is the policy of the County to discourage overtime except when necessitated by abnormal or unanticipated workload situations. It is the responsibility of the appointing authority to arrange for the accomplishment of workload under their jurisdiction within a reasonable period of time. The County has the right to require overtime to be worked as necessary.
- (2) Definition – Overtime shall be defined as all hours actually worked in excess of forty (40) hours a work period or, in the case of the SPECIALIZED PEACE OFFICER - SUPERVISORY UNIT, eighty (80) hours during a pay period, except as otherwise provided herein. For purposes of defining overtime, paid leave time shall be considered as time actually worked; provided, however, that for employees in the SPECIALIZED PEACE OFFICER - SUPERVISORY UNIT, time spent attending conferences, seminars and training programs shall not be considered as time actually worked. Overtime shall be reported in increments of full fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less than fifteen (15) minutes. Overtime shall not affect leave accruals.

- (3) 7(k) Exemption - The parties agree that employees in these Units are covered by the partial overtime exemption set forth at 29 U.S.C. § 207(k) of the Fair Labor Standards Act. Although the County pays overtime compensation to employees in these Units in excess of what is required by Section 207(k) or any other provision of the Fair Labor Standards Act, the parties agree that the Section 207(k) partial overtime exemption has been adopted and is applicable to FLSA overtime.

(b) Overtime Compensation – SPECIALIZED PEACE OFFICER UNIT

- (1) Any employee authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee's regular rate of pay. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.
- (2) In lieu of cash payment upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time which exceeds eighty (80) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment. For employees in the classifications of Probation Officer I, II and III cash payment at the employee's base rate of pay shall automatically be paid for any compensating time which exceeds forty (40) hours, or for any hours on record immediately prior to promotion, demotion or termination of employment. Compensatory time off may be taken with approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee.

(c) Overtime Compensation – SPECIALIZED PEACE OFFICER - SUPERVISORY UNIT

- (1) Any employee in the Unit, except Supervising Deputy Coroner Investigator (Class Code 19823), authorized by the appointing authority or authorized representative to work overtime shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of eighty (80) hours, or immediately prior to promotion, demotion or termination of employment. Compensatory time off may be taken with approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee.
- (2) Supervising Deputy Coroner Investigator (Class Code 19823)
- (i) Effective December 29, 2001, except as provided below, employees in the classification of Supervising Deputy Coroner Investigator authorized by the appointing authority or authorized representative to work overtime shall be compensated at straight time compensating time off. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of forty (40) hours, or immediately prior to promotion, demotion or termination of employment. Compensatory time off may be taken with

approval of the appointing authority at such time as will not impair the work schedule or efficiency of the department but with consideration given to the well-being of the employee.

(ii) Effective December 29, 2001, under the following conditions, employees in the classification of Supervising Deputy Coroner Investigator authorized by the appointing authority or authorized representative to work overtime shall be compensated at premium rates, i.e., one and one-half (1-1/2) times the employee's regular base rate of pay:

- The number of budgeted, authorized position vacancies in the classification of Deputy Coroner Investigator is 25% or more of the total number of budgeted, authorized positions in the classification of Deputy Coroner Investigator.
- The Supervising Deputy Coroner Investigator is authorized by the appointing authority to work overtime to perform duties normally assigned to a Deputy Coroner Investigator.

In such instances, overtime shall be defined as all hours worked in excess of their normally scheduled work week. Payment for overtime compensation shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made. In lieu of cash payment upon request of the employee and approval of the appointing authority, an employee may accrue compensating time off at premium hours. Cash payment at the employee's base rate of pay shall automatically be paid for any compensating time off accumulated in excess of forty (40) hours, or immediately prior to promotion, demotion or termination of employment.

(d) Variable Work Schedule

- (1) For employees in the SPECIALIZED PEACE OFFICER UNIT, an appointing authority with agreement of an affected employee, may arrange for that individual to take such time off as necessary to ensure that an employee's actual time worked does not exceed forty (40) hours within any given work period.
- (2) For employees in the SPECIALIZED PEACE OFFICER – SUPERVISORY UNIT, the appointing authority shall have the right to direct an employee to take such time off as is necessary to ensure that an employee's actual time worked does not exceed eighty (80) hours within any given work period, or in the case of Supervising Deputy Coroner Investigator, forty (40) hours within a given work week.

(e) Work Period – For employees in the SPECIALIZED PEACE OFFICER UNIT, the work period for purposes of overtime, established for employees in this Unit commences at 12:01 a.m. Saturday and ends at 12:00 a.m. (midnight) the following Friday of each week. The work period normally does not exceed forty (40) hours. Upon the approval of the appointing authority or designee, employees may establish alternate work schedules (i.e., a 9/80 work schedule) provided a work period can be established and agreed to in writing by the appointing authority and the employee which includes forty (40) hours work each work

period. This provision does not otherwise limit the ability of the appointing authority to modify work schedules in accordance with the Article, "Standard Tour of Duty." Employees authorized by the appointing authority or designee to work an alternate work schedule will be required to adjust their work schedule to maintain forty (40) hours in a work period.

PAY PERIOD

ALL UNITS

A pay period shall be comprised of fourteen (14) calendar days. The first pay period under this Agreement shall commence at 12:01 a.m., December 29, 2001, and shall end at 12:00 a.m. (midnight) on the second Friday thereafter. Each subsequent fourteen (14) day period shall commence on the succeeding Saturday at 12:01 a.m. and shall end at midnight on the second Friday thereafter. The pay period and work week may be adjusted in accordance with FLSA requirements. Paychecks shall be issued on the second Thursday following the end of the preceding pay period, provided that the Auditor/Controller may issue paychecks at an earlier date if possible.

PAYROLL ADJUSTMENTS

ALL UNITS

In situations involving overpayment to an employee by the County, said employee shall be obliged to repay by payroll recovery the amount of overpayment within the time frame the overpayment was received by the employee. The Auditor/Controller's office or Human Resources, when applicable, shall provide documentation showing the calculations of the overpayment to the employee. Extensions to the period for repayment of the overage may be requested by the employee, subject to the approval of the County's Auditor/Controller. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1-1/2) times as long as the overpayment period. If the employee leaves employment prior to repayment of overage, the Auditor/Controller's office shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the Auditor/Controller shall initiate the collections process against the employee.

In situations involving underpayment to an employee by the County, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation to the Auditor/Controller's office, including necessary approval of the appointing authority and the Director of Human Resources.

In those situations where the employee has been underpaid by seven and one-half percent (7-1/2%) or more of their base pay in the immediately preceding pay period, through no fault of their own, the employee may request an on-demand warrant to correct the error. The departmental payroll section shall complete the request for payroll adjustment and forward it and any necessary approval of the appointing authority to the Auditor Controller within one (1) working day of receipt of the employee's request. The Auditor/Controller's office shall pay the employee the amount due within two (2) working days of receipt of the request for payroll adjustment from the department. For this Section, base pay shall be determined by multiplying the employee's base rate of pay by the number or hours in their usual work schedule.

The Director of Human Resources or designee must authorize payroll adjustments to correct any payroll error or omission for instances arising more than thirteen (13) pay periods prior to the request for payroll adjustment.

PAYROLL DEDUCTIONS

ALL UNITS

It is agreed that SEBA membership dues, pager service fees, and insurance premiums for plans sponsored by SEBA shall be deducted by the County from the pay warrant of each employee covered hereby who files with the County a written authorization requesting that such deduction be made. Remittance of the aggregate amount of all membership dues and insurance premiums deducted from the pay warrants of employees covered hereby shall be made to SEBA within thirty (30) days after the conclusion of the month in which said membership dues and insurance premiums were deducted.

The County shall not be liable to SEBA, employees, or any party by reason of the requirements of this Article for the remittance of any sum other than that constituting actual deductions made from employee wages earned. SEBA shall hold the County harmless for any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the County under this Article.

PERSONNEL RECORDS

ALL UNITS

Personnel records are confidential and access to personnel records of the employee shall be limited to the Director of Human Resources, the appointing authority, the Board of Supervisors, or their authorized representatives. Employees currently employed by the County of San Bernardino, and/or their representatives, designated by the employee in writing, will be allowed to review the employee's personnel records during regular business hours. Employees desiring to review such records shall make such request in writing at least twenty-four (24) hours in advance to their appointing authority or Human Resources as appropriate. Letters of reference and other matters exempted by law shall be excluded from the right of inspection by the employee.

Negative information may be purged from the personnel records, subject to legal constraints, at the sole discretion of Human Resources or upon the request of the employee and upon approval of Human Resources and the employee shall be so notified.

PHYSICAL FITNESS

ALL UNITS

Section 1

The parties agree that physical and mental fitness of County employees are reasonable requirements to perform the duties of the job and instill public confidence. Recognizing these important factors, the parties agree that during the term of this Agreement the County, with reasonable cause, may require medical and psychological assessments of employees provided

the County pays and provides time off without loss of pay for such assessments. All such assessments shall be done by appropriately qualified health care professionals.

Medical and psychological reports shall be released to and retained by the County's Occupational Health Section. The information in these reports shall only be released on a need-to-know basis, restricted to the purpose for which the examination was originally required, for the effective conduct of County business.

Any remedial or treatment action shall be the full responsibility of the employee, except as otherwise provided by law or as may be provided through the Employee Aid Assistance Program for County employees.

Section 2

The County shall provide, at County expense, annual toxicology tests performed by a County selected physician for all employees in the Coroner's office.

PREHEARING DISCUSSIONS

ALL UNITS

The parties agree that prior to submitting any matter within the appeal jurisdiction of the Civil Service Commission for adjudication, other than disciplinary matters, both parties shall discuss such matters at the earliest moment.

All parties agree to provide full disclosure and to extend good faith efforts to resolve disputes through these discussions.

Upon declaration of impasse by either or both parties, the matter may be submitted to the Civil Service Commission within five (5) working days of such declaration.

Nothing in this Article shall serve to waive the rights of the appellants or their representatives to the appeal procedure due to a lapse of time resulting from such prehearing discussions.

PROBATIONARY PERIOD

ALL UNITS

Effective September 7, 2002, the probationary period for positions in these Units shall be 1,600 service hours. The probationary period ends at the end of the day in which the employee has completed the required number of service hours.

The probationary period will be extended automatically for each hour during which the employee is on leave without pay. In situations where the employee is on continuous paid sick leave for eighty (80) or more consecutive hours, or on modified duty for occupational or non-occupational reasons, the probationary period may be extended at the discretion of the appointing authority. Such extension is in addition to the fifteen (15) pay period extension allowed by the Personnel Rules.

PROMOTIONS

ALL UNITS

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee, including an employee promoted into this Unit, shall receive at least the entrance rate of the new range or approximately a five percent (5%) salary increase whichever is greater; provided that no employee is thereby advanced above step 11 of the higher base salary range. At the discretion of the appointing authority and with the approval of the Director of Human Resources or designee, an employee may be placed at any step within the higher base salary range. Promotions shall be effective only at the beginning of a pay period unless an exception is approved by the Director of Human Resources or designee.

PROSPECTIVE LAWSUITS

ALL UNITS

The parties agree that prior to filing lawsuits not seeking injunctive relief, the parties shall formally meet to attempt resolution of the matter in question with the intent of reaching a mutually acceptable solution.

PROVISIONS OF LAW

ALL UNITS

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable Federal and State laws and regulations and the current provisions of the Charter of the County of San Bernardino. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with such applicable provisions of those Federal, State, or County enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provisions shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby. If any substantive part or provision of this Memorandum of Understanding is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part or provision with the understanding that total compensation and benefits to employees under this Memorandum of Understanding shall not be reduced or increased as a result of this Article. The parties hereto agree to refrain from initiating any legal action or taking individual or collective action that would invalidate Articles of this Memorandum of Understanding.

RECRUITMENT/RETENTION SALARY ADJUSTMENT

ALL UNITS

The Director of Human Resources shall have the sole authority to recommend application of a recruitment/retention salary adjustment for increased compensation only in situations where the Director of Human Resources or designated representative has determined such a need exists. Prior to implementation, the Director of Human Resources or designated representative shall meet and consult with the San Bernardino County Safety Employees' Benefit Association. Such

recommendation is at the sole discretion of the Director of Human Resources not to exceed the term of the existing Memorandum of Understanding, subject to the Board of Supervisors review and approval.

RECURRENT EMPLOYMENT

ALL UNITS

A recurrent appointment shall mean an appointment which is made for an indefinite period of time to provide for on-call or intermittent staffing needs related to variable workload/service demands attendant to such things as fluctuating census or population in institutions, special projects, and annually recurring seasonal peak workloads. Recurrent employees may remain on the payroll system year round for an indefinite period of time, and may be scheduled to work as needed over the course of one (1) or more years. Employees may not exceed 1,600 hours in a year without the express approval of the Director of Human Resources. Recurrent employees shall be compensated on an hourly basis only for hours actually worked unless otherwise provided for in this Agreement or required by law. Recurrent employees shall be eligible for step advancement based upon completed service hours and satisfactory service in accordance with the Article "Salary Rates and Step Advancements."

Effective September 7, 2002, recurrent employees shall cease accruing vacation leave. Any vacation leave earned through that date, shall remain available for the employee's use.

Under unusual circumstances and with the approval of the appropriate appointing authority(ies) and the Director of Human Resources, an employee in a regular position may choose to work in a recurrent capacity for the same or another appointing authority and be compensated as such pursuant to this Article, except for any vacation entitlement.

Recurrent employees shall participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program, or benefit. Said employees shall contribute 5% of the employee's biweekly gross earnings, and the County shall contribute 2.5% of the employee's biweekly gross earnings. The employee's contributions to PST Deferred Compensation shall be automatically deducted from the employee's earnings. Maximum total contributions shall be 7.5% of the employee's maximum covered wages for Social Security purposes. Employees shall enroll in the Plan on forms approved by the Human Resources Division Chief, Employee Benefits & Services. This paragraph shall not apply to any employee who is otherwise covered by the County Retirement System.

REEMPLOYMENT

ALL UNITS

- (a) A regular employee who has separated from County employment, and who is subsequently rehired in the same classification in a regular position within a ninety (90) calendar day period, shall receive restoration of salary step, vacation leave accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Leave Provisions Article) and Retirement Plan contribution rate provided the

employee complies with the County Retirement Board's procedure for redeposit of funds, subject to the approval and conditions of the appointing authority and Director of Human Resources or designee. Upon approval, the employee shall begin accruing vacation and sick leave and will have same available for immediate use. The employee shall suffer a loss of seniority. The employee shall be required to serve a new probationary period, unless the probationary period is waived by the Director of Human Resources or designee. A new benefit date shall be established for purposes of seniority.

- (b) A regular employee who has separated from County employment, and who is subsequently rehired in the same classification in a regular position and who begins the first day of work between the 91st and 365th calendar day after separation, may receive restoration of salary step, vacation accrual rate, sick leave balance (unless the employee has received payment for unused sick leave in accordance with the Leave Provisions Article) and the Retirement Plan contribution rate (provided the employee complies with any requirements established by the Retirement Board, including redeposit of funds), subject to the approval and conditions established by the appointing authority and the Director of Human Resources or designee. Upon approval, such employee shall begin accruing vacation and sick leave and will have same available for immediate use. The employee shall suffer loss of seniority and be required to serve a new probationary period. The Director of Human Resources or designee has the discretion to waive only the requirement of the reemployed to serve a probationary period. A new benefit date shall be established for purposes of seniority.

REFERRAL BONUS PROGRAM

ALL UNITS

- (a) The County shall make available to appointing authorities an employee Referral Bonus Program to assist in the recruitment of qualified individuals into hard-to-recruit regular positions in the Specialized Peace Officer Unit, in accordance with the following guidelines:
 - (1) Program Applicability – Appointing authorities may request authorization to apply the Referral Bonus Program to assist in filling regular positions in their departments. To apply, said position/classification must have had historical/demonstrable recruitment difficulty. The Human Resources Director shall have the sole authority to determine the applicability and duration of this program to each requested position/classification and shall certify applicability of the Program for each position, by assignment, department, and beginning and ending dates. Such determinations shall not be subject to the Grievance Procedure, or any other review or appeal.
 - (2) Bonus Eligibility – Any employee in a regular position who refers a qualified candidate for a position/classification certified for participation in this Program who is subsequently hired into a regular position may receive a referral bonus in accordance with the following.
 - (3) Method of Referral – To be eligible for the recruitment bonus, the County Application for Employment must contain the name of the referring individual on item 13 of the application.
 - (4) Bonus Amount and Method of Payment – The referring employee shall receive a bonus of \$500 for each referred candidate actually hired into a regular position, provided that

the referred candidate completes 1,600 service hours. Said bonus shall be considered taxable income and subject to withholding.

(5) Limitations and Exclusions

- (i) No bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classifications prior to the beginning date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program. Similarly, no bonus will be paid for any candidate whose name was placed on the eligible list for positions in the classification after the ending date certified by the Director of Human Resources for that classification to be eligible for participation in the Referral Bonus Program.
- (ii) Individuals assigned to employee recruitment as a primary function of their position shall not be eligible to receive this Bonus.
- (iii) In cases where more than one Unit member is named as a "referring party," the recruitment bonus shall be divided equally between the referring employees.
- (iv) In cases where the referred employee resigns or is terminated prior to completion of 1,600 service hours, the referral bonus shall not be paid.
- (v) The referral bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation; nor shall it be considered earnable compensation for purposes of retirement.

(b) This Article may be deleted by the County at the conclusion of this Agreement.

RELOCATION

ALL UNITS

Employees in regular positions who are required by order of their appointing authority to change their principal place of residence because of a reassignment to meet the needs of the service or because of layoff will be granted time off with pay not to exceed two (2) working days and up to four hundred dollars (\$400.00) reimbursement towards the actual cost of relocating their personal furnishings and belongings.

RENEGOTIATION

ALL UNITS

In the event either party hereto desires to negotiate a successor Memorandum of Understanding, such party shall serve upon the other during the month of February 2005, any written request to commence negotiations, as well as its written proposals for such successor Memorandum of Understanding. Upon receipt of such written proposals, negotiations shall begin no later than thirty (30) calendar days after such receipt.

The first order of business shall be negotiation of ground rules. By conclusion of the second meeting, ground rules shall be established regarding the form and procedure for exchanging further proposals and counter-proposals.

REST PERIODS

ALL UNITS

Employees shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative nor used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work.

Regularly Scheduled Tour of Duty	No. and Limit of Rest Period
After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

RETIREMENT SYSTEM CONTRIBUTIONS

ALL UNITS

Section 1 – Eligibility

Under the provisions of the County Employee's Retirement Law of 1937, all employees in regular positions who are scheduled to work for a minimum of forty (40) hours per pay period shall become members of the San Bernardino County Employees Retirement Association (SBCERA).

Exception: Employees first hired at age 60 or over may choose not to become a member of SBCERA at the time of hire. If this election is made, the employee will participate in the County's PST Deferred Compensation Retirement Plan. Said employee shall contribute five percent (5%) of the employee's biweekly gross earnings and the County shall contribute two and one-half percent (2.5%) of the employee's biweekly gross earnings. The employee's contributions to the PST Deferred Compensation Retirement Plan shall be automatically deducted from employee's earnings. Maximum total contributions shall be seven and one-half percent (7.5%) of the employee's maximum covered wages for Social Security purposes. Employees shall enroll in the Plan on forms approved by the Human Resources Division Chief, Employee Benefits and Services.

Employees who made the election not to be a member of the SBCERA prior to December 30, 2000, and were receiving the County's seven percent (7%) pick up in cash as described in

Section 2 of this Article, shall continue to receive the seven percent (7%) retirement pick up. Employees who make this election on or after December 30, 2000, shall not be provided the pick up as described in Section 2.

Section 2 – County Contributions

For all eligible employees, the County will pick up a portion of the employees required contribution to the San Bernardino County Employees Retirement Association in the amount of seven percent (7%) of the employee's earnable compensation as defined in the San Bernardino County Retirement Board bylaws.

The percentages specified shall apply only to the employee's earnable compensation as defined in the San Bernardino County Retirement Board bylaws. The employee must be continuously employed by the County and have participated in the County's Retirement System for the stated length of time.

The employee must choose to have the contributions designated as all employer or all employee contributions for retirement purposes. If the employee designates the pick up as employer contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of the actuarial value of that dollar to the Retirement Association as determined by the Board of Retirement; and the employee may not withdraw this contribution from the Retirement Association.

If the employee designates the pick up as employee contributions, then for each dollar applied, the employee's retirement obligation shall be satisfied in the amount of one dollar (\$1.00); and upon separation without retirement, an employee may withdraw this contribution from the Retirement Association. Upon retirement or separation, all contributions applied under this Section will be considered for tax purposes as employer-paid contributions.

If the employee does not file a designation, the contributions shall be made as employee contributions. Employees receiving Retirement System contributions under the Benefit Plan in effect prior to the effective date of this Article shall continue to have contributions under this Article applied (as employer or employee contributions for retirement purposes) in the same manner as previously applied for the employee until a revised designation is made by the employee.

Any dollars which are remaining after all retirement system obligations are fully satisfied shall be paid to the employee in cash.

Section 3 – Remaining Employee Contributions

Any employee Retirement System contribution obligations which are not paid by the application of Section 1 of this Article shall be "picked up" for tax purposes only pursuant to this Section. The Auditor/Controller-Recorder shall implement the pick up of such Retirement System contributions under Internal Revenue Code Section 414(H)(2) effective with the earnings paid and contributions made on and after the effective date of this Article.

The County shall make member contributions under this Section on behalf of the employee, which shall be in lieu of the employee's contributions and such contributions shall be treated as employer contributions for purposes of reporting and wage withholding under the Internal Revenue Code and the Revenue and Taxation Code. The amounts picked up under this

Section shall be recouped through offsets against the salary of each employee for whom the County picks up member contributions. These offsets are akin to a reduction in salary and shall be made solely for purposes of income tax reporting and withholding. The member contributions picked up by the County under this Section shall be treated as compensation paid to County employees for all other purposes. County paid employer contributions to the County's Retirement System under this Section shall be paid from the same source of funds as used in paying the salaries of the affected employees. No employee shall have the option to receive the Retirement System contribution amounts directly instead of having them paid to the County Retirement System.

Upon retirement or separation, all contributions picked up under this Section will be considered for tax purposes as employer-paid contributions. Contributions under this Section shall be applied (as all employer or all employee contributions with the same value and restrictions) for Retirement System purposes in the same manner as the contributions under Section 1 of this Article.

Section 4 – Special Provisions

Employees who have thirty (30) years of service credit and no longer make retirement contributions under the provisions of the County Employees' Retirement Law of 1937, shall be paid in cash seven percent (7%) of earnable compensation as defined by the bylaws of the Retirement Board.

The provisions of this Article shall be applied each pay period.

Section 5 – Survivor Benefits for General Retirement Members Administered by San Bernardino County Employees Retirement Association (SBCERA)

Survivor Benefits are payable to employed general retirement members with at least 18 months continuous retirement membership pursuant to Section 31855.12 of the County Employees Retirement Law of 1937. An equal, non-refundable employer and employee biweekly contribution will be paid to SBCERA as provided in annual actuarial study.

RETURN-TO-WORK COMPENSATION

ALL UNITS

Section 1 – Purpose

Return-to-work compensation is designed to compensate employees who are released from active duty, but are required to be available to return to work with limited notice and for hours not previously regularly scheduled. There are three (3) types of return-to-work compensation covered by this Article: on-call; standby; and call-back. Assignment and approval of return to work compensation shall be made by the appointing authority or designee based upon the needs of the service.

Section 2 – On-Call Compensation

(a) Except as provided herein, on-call compensation shall not apply to employees in the Specialized Peace Officer - Supervisory Unit.

- (b) Effective September 7, 2002, the Probation Department may designate one (1) Supervising Probation Officer to be on-call during all non-duty hours each week to respond to after-hours issues involving the Courts and other public law enforcement agencies and jurisdictions.
- (c) On-call duty requires the employee to return a call or page as soon as practicable but not to exceed thirty (30) minutes.
- (d) Employees assigned to be on-call shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) be able to report to their work site within one (1) hour after notification. Employees can also be given a designated time of more than one (1) hour to report by the appointing authority or designee.
- (e) While assigned to on-call duty, the employee shall be free to use the time for his or her own purposes.
- (f) On-call duty shall be compensated at the rate of three dollars and twenty-five cents (\$3.25) for each full hour of duty or portion thereof. On-call time shall not count as hours worked.
- (g) The employee shall not receive on-call compensation once the employee begins work.

Section 3 – Standby Compensation

- (a) Standby duty requires the employee to return a call or page as soon as practicable but not to exceed ten (10) minutes.
- (b) Employees assigned to standby duty shall: (1) leave a telephone number where they can be reached or wear a communicating device; and (2) after being told to report to work, the employee shall arrive at the work site no later than the time it takes to commute between the employee's home and the work site. Employees can also be given a designated time to report by the appointing authority or designee.
- (c) Effective September 7, 2002, for employees in the Specialized Peace Officer – Supervisory Unit, standby duty shall be compensated at the rate of three dollars and seventy-five cents (\$3.75) for each full hour of duty or portion thereof. For employees in the Specialized Peace Officer - Supervisory Unit, standby duty shall not count as hours worked.
- (d) For employees in the Specialized Peace Officer Unit, standby pay shall be compensated at minimum wage as provided by the California Industrial Welfare Commission for each full hour of standby duty or portion thereof. Standby hours under this provision shall count as hours worked for overtime purposes.
- (e) Examples of application of this provision for computing overtime:

Employee earning \$10.00 per hour works 40 hours in a work period, plus 20 hours of standby.

$$\begin{array}{rcl} 40 \text{ hours} \times \$10.00 \text{ (base salary rate)}^1 & = & \$400.00 \\ 20 \text{ hours} \times \$ 6.75 \text{ (minimum wage)} & = & \underline{135.00} \\ & & \$535.00 \end{array}$$

$$\begin{array}{rcl} \$535.00 \text{ divided by 60 hours worked (regular rate of pay)}^2 & & = \$ 8.92 \\ \$ 8.92 \times 1\text{-}1/2 \text{ (overtime rate)} & & = \$13.38 \end{array}$$

Pay for this week would be:

$$\begin{array}{rcl} 40 \text{ hours} \times \$ 8.92 \text{ (regular rate of pay)} & = & \$356.80 \\ 20 \text{ hours} \times \$13.38 \text{ (overtime rate)} & = & \underline{267.60} \\ \text{TOTAL PAY} & & \$624.40 \end{array}$$

¹Base salary rate is defined in Salary Adjustment, Section 2.

²Regular rate of pay is defined within the requirements of the Fair Labor Standards Act to include all remuneration for employment paid to the employee. When more than one rate of pay is paid for hours worked, the regular rate of pay is calculated using the weighted average of the rates of pay.

(f) The employee shall not receive standby compensation once the employee begins work.

Section 4 – Call-Back Compensation

- (a) Call-back pay is used when an employee in a regular position returns to active duty and the work site at the request of the appointing authority or designee after said employee has been released from active duty and has left the work site. An employee need not be assigned to on-call or standby duty to receive call-back compensation.
- (b) Call-back compensation shall be paid in the following manner. The employee shall be paid for two (2) hours at one-time the base hourly rate of pay for each call-back occurrence. Said compensation shall be in lieu of any travel time and expense to and from home and the first or last work contact point. All time actually worked shall be considered as time actually worked for purposes of the Article on "Overtime."
- (c) Employees shall not be eligible for call-back pay in the following situations: (1) special tours of duty or overtime scheduled in advance; (2) the employee is called back within two (2) hours of the beginning of a scheduled tour of duty; or (3) the employee is not required to leave home. The employee shall report all time actually worked within a pay period. Such time shall be accumulative and shall be considered time actually worked for the purposes of the Article on "Overtime."

SALARY ADJUSTMENTS

ALL UNITS

Section 1

Effective July 27, 2002, a four and two tenths percent (4.2%) pay increase shall be applied to all classifications in these Units. Effective December 28, 2002, an additional three percent (3.0%) shall be applied. Effective December 27, 2003, an additional two percent (2.0%) shall be applied. Effective June 25, 2004, an additional one and eight tenths percent (1.8%) shall be applied. As a result of this increase, the base salary ranges and rates shall be applicable on the dates indicated for all classifications in these Units. (See Appendix B for individual classification listing.)

Section 2

For purposes of this Agreement, base salary range shall mean the salary range assigned to a specific classification as provided in Appendix B. Base salary rate shall mean the hourly rate of pay established pursuant to Section 1 herein or the hourly rate of pay established pursuant to the step placement within the base salary range as provided in this Agreement as appropriate. Salary ranges shall be those provided in the Basic Salary Schedule contained in the existing County Code.

SALARY RATES AND STEP ADVANCEMENTS

ALL UNITS

New employees shall be hired at step 1 of the established base salary range, except as otherwise provided in this Agreement. Variable entrance steps may be established if justified by recruitment needs through step 5 with the approval of the appointing authority and through step 11 with the approval of the Director of Human Resources or designee.

Within the base salary range, all step advancements will be made at the beginning of the pay period following the pay period in which the employee completes the required number of service hours. Approval for advancement shall be based upon completion of required service hours in the classification, satisfactory work performance and appointing authority recommendation. An employee whose step advancement is denied shall not be eligible for reconsideration for step advancement except as provided in the Article, "Merit Advancements."

Completed service hours shall be defined as regularly scheduled hours in a paid status, up to eighty (80) hours per pay period. Overtime hours and time without pay shall not count toward step advancements. Step advancements within a base salary range shall be based upon two (2) step increments. The employee shall be eligible for the first step advancement after completion of 1,040 hours and subsequent step advancements after completion of 2,080 hours.

Examples:

Hire step	1	4
After 1,040 hours*	3	6
After additional 2,080 hours*	5	8
After additional 2,080 hours*	7	10
After additional 2,080 hours*	9	11
After additional 2,080 hours*	11	N/A

*Assumes satisfactory work performance and appointing authority recommendation.

The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to maintain salary equity within the system, to prevent undue hardship or unfairness due to the application of any rule or policy, or to correct any salary inequity. The Director of Human Resources or designee may authorize the adjustment of the salary step or salary rate of an employee to correct any payroll error or omission, including any such action which may have arisen in any prior fiscal year.

SHORT-TERM DISABILITY

ALL UNITS

Effective September 7, 2002, the County agrees to pay the premium for short-term disability insurance for each employee represented by this Memorandum of Understanding. This benefit shall apply to employees in regular positions budgeted for forty (40) or more hours per pay period. The short-term disability insurance plan benefit coverage shall include a provision for a seven (7) calendar day waiting period from the first day of disability before benefits begin. Benefits shall be fifty-five percent (55%) of base salary up to a weekly maximum established by the State of California for the State Disability Insurance fund. Benefit payments terminate when the employee is no longer disabled, or upon termination of employment from the County, or after fifty-two (52) weeks of disability.

Other benefit conditions shall be determined exclusively by the County consistent with State Disability Insurance practices.

SIGNING BONUS

ALL UNITS

- (a) All employees in regular positions as of the date this Agreement is adopted by the Board of Supervisors shall be eligible to receive lump sum payment in the amount of one thousand dollars (\$1,000).
- (b) The signing bonus payment shall be considered earnable compensation for purposes of retirement.

STANDARD TOUR OF DUTY

ALL UNITS

The standard tour of duty represents the time that an employee is regularly scheduled to work. The employee shall be present at their assigned work location and ready to begin work at the start of the standard tour of duty. For payroll purposes, a regularly scheduled tour of duty that commences before midnight and ends the following day shall be reported as time worked for the day in which the tour of duty began. The appointing authority shall establish the actual number of hours that comprises the standard tour of duty for each position. The appointing authority may modify or change the number of hours in a standard day, tour of duty or shift, for each position to meet the needs of the service. When appointing authorities find it necessary to make such modifications or changes, they shall notify the affected employee(s) and SEBA indicating the proposed change prior to its implementation. Any such modifications or changes may not

be implemented until each affected employee has received a minimum notice of fourteen (14) calendar days, unless the employee(s) specifically consents to a lesser time period, or in the event of an emergency. Where such change would significantly affect the working conditions of a significantly large number of employees in the Unit as defined below; and where SEBA requests to meet with Management, the parties shall expeditiously undertake to meet as provided by Section 3500 et seq. of the California Government Code regarding the impact the change would have on the employees in the Unit.

The phrase "significantly large number" shall mean: (a) a majority of the employees in the Unit, (b) all employees within a department, division or work unit, or (c) all employees within a specific classification in the Unit.

TEMPORARY PERFORMANCE OF HIGHER LEVEL DUTIES

ALL UNITS

Section 1 – General

Employees directed to continuously perform the duties of a vacant higher level position, or employees who have been given the temporary assignment of a project involving the performance of more difficult duties and requiring a greater level of skill(s) may be granted additional compensation. No award shall be made in any situation related to a vacation, short-term illness or other temporary relief. For the purpose of this Article, temporary is defined as six (6) weeks or less. The duration of such assignments are not intended to exceed one (1) calendar year.

Section 2 – Eligibility Criteria

Employees will normally have regular status and not be in a probationary or trainee status; and there must be evidence of the employee's ability to competently perform the new assignment as determined by the Director of Human Resources or designee and the employee shall be required to meet standards for satisfactory performance. Appointments to regular positions of trainees or underfills are exempt from the provisions of this Article.

Section 3 – Assignment Criteria

(a) Vacant Higher Level Position – For the purposes of this Article, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be: (1) an unoccupied position due to attrition; (2) a position from which the incumbent is on extended leave of absence; or (3) a new position authorized by the Board of Supervisors. The appointing authority certifies that the employee is assigned and held responsible to fully perform all of the higher level duties without limitation as to difficulty or complexity of assignments or consequence of action. This provision shall not be used to circumvent the merit system of promotion and approval of such a request shall initiate the appropriate recruitment/selection process where applicable.

- (b) Project Compensation – Compensation related to project assignments requires the temporary assignment of more difficult duties involving a greater level of skills. Such assignment may be made to allow for employee rotation, enhance upward mobility or to determine the impact of potential operational/organizational changes. The specific, temporary duties must be identified in writing.

Section 4 – Compensation

- (a) Vacant Higher Level Position - Employees performing the duties of a vacant higher level regular position shall be entitled to a salary rate increase to the higher level for the time actually worked. The amount of the increase shall be determined as if the assignment had been a promotion. The employee shall be eligible for step advances in the higher level position in accordance with the Salary Rate and Step Advancement and Merit Advancement Articles. The employee shall continue to receive leave and benefits associated with his/her pre-assignment Unit. Differentials and other compensation shall be paid only if applicable to the higher level position assignment. Overtime compensation shall be administered according to the FLSA-status of the higher level position. Upon completion of assignment, the employee shall be returned to his/her former position classification and pre-assignment salary step. If, while on the temporary assignment, the employee's step due date occurs, the employee shall receive their salary step effective the pay period they are returned to their former classification; provided, however, that the employee received a work performance evaluation of at least "Meets Job Standards" while on the temporary assignment. If the employee was due a step advance while on the temporary assignment and no evaluation has been completed or if the employee was not rated at least "Meets Job Standards," the employee shall be evaluated within three (3) pay periods of return to former classification, and if rated at least "Meets Job Standards," the employee shall receive his/her step advance retroactive to the date of return to former classification. Under no circumstances will the step advancement be retroactive beyond the date of the return to former classification. Step placement upon promotion to the same or other higher level position following completion of the temporary assignment will be determined based upon salary rate in the pre-assignment position in accordance with the Promotions Article.
- (b) Project compensation shall be in the form of a specified percentage of the employee's base pay paid each pay period. The Director of Human Resources or designee will determine the amount in increments of one-half percent (1/2%) from a minimum of two and one-half percent (2-1/2%) up to a maximum of seven and one-half percent (7-1/2%). The bonus will be computed at the specified percentage of the current base pay of the employee for each pay period. The bonus shall be considered earnable compensation and shall be considered part of the employee's regular rate of pay for purposes of calculating overtime, if applicable. Such increases in pay shall not affect the employee's step advancement in the base range pursuant to the Article on "Salary Rates and Step Advancements."

Section 5 – Administration

Requests for Temporary Performance Compensation may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the compensation request in a timely manner and adhering to the compensation provisions defined in this Article. Requests for Temporary Performance Compensation shall be reviewed by the Director of Human Resources or designee. It is important to obtain Human Resources Department review of the request in advance of the date the employee begins the assignment, because there is no guarantee the

request will be approved. Temporary Performance Compensation is to be effective only with the Director of Human Resources written approval, assignment of the greater level of duties, and signed acceptance by the employee.

Section 6 – Limitations/Exclusions

- (a) The provisions of this Article shall not be utilized to circumvent the provisions of or provide additional compensation over and above that which may be provided in the Article on “Classification.” The Articles, “Temporary Performance of Higher Level Duties” and “Classification” are mutually exclusive concepts and as such there shall be no dual or multiple requests and/or appeals, where the latter is applicable for a single situation.
- (b) Under no circumstances will Temporary Performance Compensation be granted retroactively.
- (c) Denial of compensation shall not be subject to review, appeal, or the grievance procedure
- (d) Employees may be temporarily assigned higher or lower duties without a change in pay and such action not be deemed as a basis for transfer, demotion, promotion, or reclassification. In all cases where periodic or regular variations in assignments occur because of seasonal needs or because of the nature of the duties or the work schedule, such variations shall be considered as incidental to the position.

TERM

ALL UNITS

The term of this Memorandum of Understanding shall commence at 12:01 a.m. on December 29, 2001, and this Memorandum of Understanding shall expire and otherwise be fully terminated at 12:00 a.m. (midnight) of June 24, 2005. If a successor Memorandum of Understanding has not been reached by 12:00 a.m. (midnight) of June 24, 2005, the terms and conditions of this Memorandum of Understanding shall be extended one (1) year or until a successor Memorandum of Understanding is adopted, whichever occurs sooner.

TIME AND LABOR REPORTS

ALL UNITS

Time and Labor Reports should normally be completed and signed by the employee. Employees shall be provided a copy of any Time and Labor Report whenever said report is submitted without the employee's signature. Payroll clerks who handle Time and Labor Reports shall make every effort to contact the employee regarding any correction to the time shown on said report and explain the reasons for the change before the report is submitted to the Auditor/Controller's office for processing. In all cases where corrections are made in the presence of the employee and accepted, the employee shall approve such corrections by signing a new Time and Labor Report. If time does not allow for this procedure because of the Auditor/Controller's deadline, the payroll clerk shall notify the employee of the correction and that an adjustment will be made in a subsequent pay warrant. Unless otherwise provided in the Agreement, time shall be reported in increments of full fifteen (15) minutes actually worked for pay purposes.

The County reserves the right to use other time accumulation devices. If errors result from the improper or unclear preparation of Time and Labor Reports by the employee, the employee shall hold harmless the County for any delays in warrant processing.

TUITION REIMBURSEMENT AND MEMBERSHIP DUES

ALL UNITS

Section 1

In conjunction with SEBA, the County has established a tuition reimbursement and membership dues procedure to encourage all employees to pursue educational opportunities and involvement in organizations to enhance their contribution as County employees and assist in their career development. Both parties recognize the importance of continued quality improvement and strongly encourage the utilization of opportunities assisted by this Article. Tuition funding and reimbursement programs shall be administered by the County's Performance, Education and Resource Center.

Section 2

Effective September 7, 2002, the County will establish a career development, training, and education fund of fifty thousand dollars (\$50,000) each fiscal year for use by employees in a regular position in the Specialized Peace Officer and Specialized Peace Officer – Supervisory Units. Each employee shall be limited to two thousand dollars (\$2,000) per fiscal year. This fund will be administered by the Performance Education and Resource Center and available for use on a first-come, first-served basis for 100% reimbursement of tuition and community college registration fees for career development courses or to reimburse membership dues in professional organizations; provided such expenditure enhances furtherance of County or continuing education goals and is previously approved by the Employee Benefits and Services Division.

No Unit member shall receive tuition reimbursement in excess of the limitation determined by the Internal Revenue Service. Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis, except in extenuating circumstances where such a situation as verifiable illness prevents an individual from completing a course.

UPGRADINGS

ALL UNITS

An upgrading is the reclassification of a position from one classification to another classification having a higher base salary range. Whenever an incumbent employee is upgraded as a result of such reclassification, pursuant to the Personnel Rules, the Article on Promotions shall govern such employee's step placement in the new salary range.

USE OF BULLETIN BOARDS

ALL UNITS

The County will furnish a reasonable portion of existing bulletin board space for notices of SEBA. Only areas designated by the appointing authority may be used for posting of notices. Bulletin boards shall only be used for the following notices:

- (a) Scheduled SEBA meetings, agenda and minutes.
- (b) Information on SEBA elections and the results.
- (c) Information regarding SEBA social, recreational, and related news bulletins.
- (d) Reports of official business of SEBA, including reports of committees or the Board of Directors.

Posted notices shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not involve the County or its relations with County employees. All notices to be posted must be dated and signed by an authorized representative of SEBA, with a copy to be submitted (delivered or faxed) to the Human Resources Employee Relations Chief for review prior to posting.

County equipment, materials, supplies or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices, nor shall such notices be prepared by County employees during their regular work time.

In cases where SEBA represents more than one (1) authorized employee representation Unit at a work location, the space described above will become the bulletin board space for all employees represented by SEBA at that work location.

USE OF COUNTY RESOURCES

ALL UNITS

SEBA may be granted permission to use County facilities for the purpose of meeting with employees to conduct its internal affairs during non-work hours, provided space for such meetings can be made available without interfering with County needs. Permission to use County facilities must be obtained by SEBA from the appropriate appointing authority or designated representative. SEBA shall be held fully responsible for any damages to and the security of any County facilities that are used by SEBA. No County vehicles, equipment, time, or supplies may be used in connection with any activity of SEBA, except as may be otherwise provided in this Agreement.

The printing of the Consolidated Memorandum of Understanding shall be undertaken by competitive bid with the costs for all units jointly shared by the County and by SEBA.

VISION CARE INSURANCE

ALL UNITS

Effective September 7, 2002, subject to carrier requirements, the County will pay the premiums for vision care insurance for all employees in regular positions scheduled at least forty-one (41) hours per pay period.

VOLUNTARY TIME OFF

ALL UNITS

Voluntary Time Off (VTO) Program is intended to provide employees a means of taking unpaid time off work without losing benefits, which depend on the employee being in a paid status. The following conditions apply:

VTO may be taken in the same manner as vacation time except that the increment is one (1) hour and is limited to eighty (80) hours per calendar year.

When VTO is taken, leave accruals continue as if the employee were on paid time. Vacation maximum accrual limits will be extended by the amount of VTO taken provided that the employee take the vacation time off during the first thirteen (13) pay periods of the following calendar year. VTO time counts as time worked toward satisfying the required hours to receive the Benefit Plan.

VTO does not count as hours worked for purposes of computing overtime. Benefits from the Retirement System Contribution Article will only be paid if the employee is in a paid status at least forty (40) hours in any pay period in which VTO is used.

VTO may not be used for situations that would otherwise require Leave Without Pay, or in conjunction with Leave Without Pay. VTO may be used only by an employee who is otherwise on paid status.

VTO is an entirely voluntary program. No employee may be required to take VTO.

VTO may be taken by request of the employee and upon approval of the appointing authority.

WORK DISRUPTION

ALL UNITS

The parties agree that no work disruptions shall be caused or sanctioned by SEBA during the term of this Agreement. Work disruptions include, but are not limited to, sit-down, stay-in, speed-up, or slowdown in any operation of the County of San Bernardino, or any curtailment of work, disruption, or interference with the operations of the County of San Bernardino. The parties shall endeavor to discourage any such work disruptions and make positive efforts to return employees to their jobs. The parties acknowledge that participation of any employee in a concerted work action against the County is grounds for disciplinary action, including termination. The parties agree that no lockout of employees shall be instituted by the County during the term of this Agreement, unless such work disruptions occur.

APPENDIX A

APPROVAL BY BOARD OF SUPERVISORS

This Agreement is subject to approval by the Board of Supervisors. The parties hereto agree to perform whatever acts are necessary, both jointly, and separately, to urge the Board to approve and enforce this Agreement.

Following approval of this Agreement by the Board, its terms and conditions shall be implemented by appropriate ordinance, resolution or other appropriate lawful action.

DATED: _____

COUNTY OF SAN BERNARDINO

**SAN BERNARDINO COUNTY SAFETY
EMPLOYEES' BENEFIT ASSOCIATION**

RECOMMENDED FOR BOARD OF SUPERVISORS APPROVAL:

MARCEL TURNER
Director of Human Resources

JOHN F. MICHAELSON
County Administrative Officer

APPENDIX B – SALARY ADJUSTMENT

JOB CODE	CLASSIFICATION TITLE	SALARY EFFECTIVE				
		12-29-01	07-27-02	12-28-02	12-27-03	06-25-04
04080	Deputy Coroner Investigator	52	54	54	54	54
06126	Fraud Investigator	49	52	53	53	53
16280	Probation Officer I	44	46	46	46	46
16281	Probation Officer II	52	54	54	54	54
16282	Probation Officer III	55	57	57	57	57
19823	Supervising Deputy Coroner Investigator	56	58	58	58	58
19845	Supervising Fraud Investigator I	53	56	57	57	57
19844	Supervising Fraud Investigator II	57	60	61	61	61
19885	Supervising Probation Officer	61	63	63	63	63

APPENDIX C - SALARY SCHEDULE

Ranges Eff. 07-27-2002	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
46 Hourly	17.09	17.52	17.94	18.39	18.84	19.31	19.79	20.28	20.78	21.29	21.81
Appx. Bi-wkly	1,367.20	1,401.60	1,435.20	1,471.20	1,507.20	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80
Appx. Monthly	2,962.27	3,036.80	3,109.60	3,187.60	3,265.60	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40
Appx. Annual	35,547.20	36,441.60	37,315.20	38,251.20	39,187.20	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80
47 Hourly	17.52	17.94	18.39	18.84	19.31	19.79	20.28	20.78	21.29	21.81	22.35
Appx. Bi-wkly	1,401.60	1,435.20	1,471.20	1,507.20	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00
Appx. Monthly	3,036.80	3,109.60	3,187.60	3,265.60	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00
Appx. Annual	36,441.60	37,315.20	38,251.20	39,187.20	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00
48 Hourly	17.94	18.39	18.84	19.31	19.79	20.28	20.78	21.29	21.81	22.35	22.92
Appx. Bi-wkly	1,435.20	1,471.20	1,507.20	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60
Appx. Monthly	3,109.60	3,187.60	3,265.60	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80
Appx. Annual	37,315.20	38,251.20	39,187.20	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60
49 Hourly	18.39	18.84	19.31	19.79	20.28	20.78	21.29	21.81	22.35	22.92	23.46
Appx. Bi-wkly	1,471.20	1,507.20	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00
Appx. Monthly	3,187.60	3,265.60	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40
Appx. Annual	38,251.20	39,187.20	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80
50 Hourly	18.84	19.31	19.79	20.28	20.78	21.29	21.81	22.35	22.92	23.46	24.04
Appx. Bi-wkly	1,507.20	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20
Appx. Monthly	3,265.60	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93
Appx. Annual	39,187.20	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20
51 Hourly	19.31	19.79	20.28	20.78	21.29	21.81	22.35	22.92	23.46	24.04	24.63
Appx. Bi-wkly	1,544.80	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40
Appx. Monthly	3,347.07	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20
Appx. Annual	40,164.80	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40
52 Hourly	19.79	20.28	20.78	21.29	21.81	22.35	22.92	23.46	24.04	24.63	25.25
Appx. Bi-wkly	1,583.20	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00
Appx. Monthly	3,430.27	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67
Appx. Annual	41,163.20	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00
53 Hourly	20.28	20.78	21.29	21.81	22.35	22.92	23.46	24.04	24.63	25.25	25.87
Appx. Bi-wkly	1,622.40	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60
Appx. Monthly	3,515.20	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13
Appx. Annual	42,182.40	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60
54 Hourly	20.78	21.29	21.81	22.35	22.92	23.46	24.04	24.63	25.25	25.87	26.51
Appx. Bi-wkly	1,662.40	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80
Appx. Monthly	3,601.87	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07
Appx. Annual	43,222.40	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80
55 Hourly	21.29	21.81	22.35	22.92	23.46	24.04	24.63	25.25	25.87	26.51	27.16
Appx. Bi-wkly	1,703.20	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80
Appx. Monthly	3,690.27	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73
Appx. Annual	44,283.20	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80
56 Hourly	21.81	22.35	22.92	23.46	24.04	24.63	25.25	25.87	26.51	27.16	27.84
Appx. Bi-wkly	1,744.80	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20
Appx. Monthly	3,780.40	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60
Appx. Annual	45,364.80	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20
57 Hourly	22.35	22.92	23.46	24.04	24.63	25.25	25.87	26.51	27.16	27.84	28.53
Appx. Bi-wkly	1,788.00	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40
Appx. Monthly	3,874.00	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20
Appx. Annual	46,488.00	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40
58 Hourly	22.92	23.46	24.04	24.63	25.25	25.87	26.51	27.16	27.84	28.53	29.25
Appx. Bi-wkly	1,833.60	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00
Appx. Monthly	3,972.80	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00
Appx. Annual	47,673.60	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00
59 Hourly	23.46	24.04	24.63	25.25	25.87	26.51	27.16	27.84	28.53	29.25	29.97
Appx. Bi-wkly	1,878.00	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00	2,397.60
Appx. Monthly	4,066.40	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00	5,194.80
Appx. Annual	48,796.80	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00	62,337.60
60 Hourly	24.04	24.63	25.25	25.87	26.51	27.16	27.84	28.53	29.25	29.97	30.73
Appx. Bi-wkly	1,923.20	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00	2,397.60	2,458.40
Appx. Monthly	4,166.93	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00	5,194.80	5,326.53
Appx. Annual	50,003.20	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00	62,337.60	63,918.40
61 Hourly	24.63	25.25	25.87	26.51	27.16	27.84	28.53	29.25	29.97	30.73	31.48
Appx. Bi-wkly	1,970.40	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00	2,397.60	2,458.40	2,518.40
Appx. Monthly	4,269.20	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00	5,194.80	5,326.53	5,456.53
Appx. Annual	51,230.40	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00	62,337.60	63,918.40	65,478.40
62 Hourly	25.25	25.87	26.51	27.16	27.84	28.53	29.25	29.97	30.73	31.48	32.26
Appx. Bi-wkly	2,020.00	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00	2,397.60	2,458.40	2,518.40	2,580.80
Appx. Monthly	4,376.67	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00	5,194.80	5,326.53	5,456.53	5,591.73
Appx. Annual	52,520.00	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00	62,337.60	63,918.40	65,478.40	67,100.80
63 Hourly	25.87	26.51	27.16	27.84	28.53	29.25	29.97	30.73	31.48	32.26	33.06
Appx. Bi-wkly	2,069.60	2,120.80	2,172.80	2,227.20	2,282.40	2,340.00	2,397.60	2,458.40	2,518.40	2,580.80	2,644.80
Appx. Monthly	4,484.13	4,595.07	4,707.73	4,825.60	4,945.20	5,070.00	5,194.80	5,326.53	5,456.53	5,591.73	5,730.40
Appx. Annual	53,809.60	55,140.80	56,492.80	57,907.20	59,342.40	60,840.00	62,337.60	63,918.40	65,478.40	67,100.80	68,764.80

Ranges Eff. 12-28-2002	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
46 Hourly	17.60	18.05	18.48	18.94	19.41	19.89	20.38	20.89	21.40	21.93	22.46
Appx. Bi-wkly	1,408.00	1,444.00	1,478.40	1,515.20	1,552.80	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80
Appx. Monthly	3,050.67	3,128.67	3,203.20	3,282.93	3,364.40	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07
Appx. Annual	36,608.00	37,544.00	38,438.40	39,395.20	40,372.80	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80
47 Hourly	18.05	18.48	18.94	19.41	19.89	20.38	20.89	21.40	21.93	22.46	23.02
Appx. Bi-wkly	1,444.00	1,478.40	1,515.20	1,552.80	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60
Appx. Monthly	3,128.67	3,203.20	3,282.93	3,364.40	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13
Appx. Annual	37,544.00	38,438.40	39,395.20	40,372.80	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60
48 Hourly	18.48	18.94	19.41	19.89	20.38	20.89	21.40	21.93	22.46	23.02	23.61
Appx. Bi-wkly	1,478.40	1,515.20	1,552.80	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80
Appx. Monthly	3,203.20	3,282.93	3,364.40	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40
Appx. Annual	38,438.40	39,395.20	40,372.80	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80
49 Hourly	18.94	19.41	19.89	20.38	20.89	21.40	21.93	22.46	23.02	23.61	24.16
Appx. Bi-wkly	1,515.20	1,552.80	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80
Appx. Monthly	3,282.93	3,364.40	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73
Appx. Annual	39,395.20	40,372.80	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80
50 Hourly	19.41	19.89	20.38	20.89	21.40	21.93	22.46	23.02	23.61	24.16	24.76
Appx. Bi-wkly	1,552.80	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80
Appx. Monthly	3,364.40	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73
Appx. Annual	40,372.80	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80
51 Hourly	19.89	20.38	20.89	21.40	21.93	22.46	23.02	23.61	24.16	24.76	25.37
Appx. Bi-wkly	1,591.20	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60
Appx. Monthly	3,447.60	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47
Appx. Annual	41,371.20	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60
52 Hourly	20.38	20.89	21.40	21.93	22.46	23.02	23.61	24.16	24.76	25.37	26.01
Appx. Bi-wkly	1,630.40	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80
Appx. Monthly	3,532.53	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40
Appx. Annual	42,390.40	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80
53 Hourly	20.89	21.40	21.93	22.46	23.02	23.61	24.16	24.76	25.37	26.01	26.65
Appx. Bi-wkly	1,671.20	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00
Appx. Monthly	3,620.93	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33
Appx. Annual	43,451.20	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00
54 Hourly	21.40	21.93	22.46	23.02	23.61	24.16	24.76	25.37	26.01	26.65	27.31
Appx. Bi-wkly	1,712.00	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80
Appx. Monthly	3,709.33	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73
Appx. Annual	44,512.00	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80
55 Hourly	21.93	22.46	23.02	23.61	24.16	24.76	25.37	26.01	26.65	27.31	27.97
Appx. Bi-wkly	1,754.40	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60
Appx. Monthly	3,801.20	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13
Appx. Annual	45,614.40	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60
56 Hourly	22.46	23.02	23.61	24.16	24.76	25.37	26.01	26.65	27.31	27.97	28.68
Appx. Bi-wkly	1,796.80	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40
Appx. Monthly	3,893.07	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20
Appx. Annual	46,716.80	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40
57 Hourly	23.02	23.61	24.16	24.76	25.37	26.01	26.65	27.31	27.97	28.68	29.39
Appx. Bi-wkly	1,841.60	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20
Appx. Monthly	3,990.13	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27
Appx. Annual	47,881.60	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20
58 Hourly	23.61	24.16	24.76	25.37	26.01	26.65	27.31	27.97	28.68	29.39	30.13
Appx. Bi-wkly	1,888.80	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40
Appx. Monthly	4,092.40	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53
Appx. Annual	49,108.80	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40
59 Hourly	24.16	24.76	25.37	26.01	26.65	27.31	27.97	28.68	29.39	30.13	30.87
Appx. Bi-wkly	1,932.80	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40	2,469.60
Appx. Monthly	4,187.73	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53	5,350.80
Appx. Annual	50,252.80	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40	64,209.60
60 Hourly	24.76	25.37	26.01	26.65	27.31	27.97	28.68	29.39	30.13	30.87	31.65
Appx. Bi-wkly	1,980.80	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40	2,469.60	2,532.00
Appx. Monthly	4,291.73	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53	5,350.80	5,486.00
Appx. Annual	51,500.80	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40	64,209.60	65,832.00
61 Hourly	25.37	26.01	26.65	27.31	27.97	28.68	29.39	30.13	30.87	31.65	32.42
Appx. Bi-wkly	2,029.60	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40	2,469.60	2,532.00	2,593.60
Appx. Monthly	4,397.47	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53	5,350.80	5,486.00	5,619.47
Appx. Annual	52,769.60	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40	64,209.60	65,832.00	67,433.60
62 Hourly	26.01	26.65	27.31	27.97	28.68	29.39	30.13	30.87	31.65	32.42	33.23
Appx. Bi-wkly	2,080.80	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40	2,469.60	2,532.00	2,593.60	2,658.40
Appx. Monthly	4,508.40	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53	5,350.80	5,486.00	5,619.47	5,759.87
Appx. Annual	54,100.80	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40	64,209.60	65,832.00	67,433.60	69,118.40
63 Hourly	26.65	27.31	27.97	28.68	29.39	30.13	30.87	31.65	32.42	33.23	34.05
Appx. Bi-wkly	2,132.00	2,184.80	2,237.60	2,294.40	2,351.20	2,410.40	2,469.60	2,532.00	2,593.60	2,658.40	2,724.00
Appx. Monthly	4,619.33	4,733.73	4,848.13	4,971.20	5,094.27	5,222.53	5,350.80	5,486.00	5,619.47	5,759.87	5,902.00
Appx. Annual	55,432.00	56,804.80	58,177.60	59,654.40	61,131.20	62,670.40	64,209.60	65,832.00	67,433.60	69,118.40	70,824.00

Ranges Eff. 12-27-2003	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
46 Hourly	17.95	18.41	18.85	19.32	19.80	20.29	20.79	21.31	21.83	22.37	22.91
Appx. Bi-wkly	1,436.00	1,472.80	1,508.00	1,545.60	1,584.00	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80
Appx. Monthly	3,111.33	3,191.07	3,267.33	3,348.80	3,432.00	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07
Appx. Annual	37,336.00	38,292.80	39,208.00	40,185.60	41,184.00	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80
47 Hourly	18.41	18.85	19.32	19.80	20.29	20.79	21.31	21.83	22.37	22.91	23.48
Appx. Bi-wkly	1,472.80	1,508.00	1,545.60	1,584.00	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40
Appx. Monthly	3,191.07	3,267.33	3,348.80	3,432.00	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87
Appx. Annual	38,292.80	39,208.00	40,185.60	41,184.00	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40
48 Hourly	18.85	19.32	19.80	20.29	20.79	21.31	21.83	22.37	22.91	23.48	24.08
Appx. Bi-wkly	1,508.00	1,545.60	1,584.00	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40
Appx. Monthly	3,267.33	3,348.80	3,432.00	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87
Appx. Annual	39,208.00	40,185.60	41,184.00	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40
49 Hourly	19.32	19.80	20.29	20.79	21.31	21.83	22.37	22.91	23.48	24.08	24.64
Appx. Bi-wkly	1,545.60	1,584.00	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20
Appx. Monthly	3,348.80	3,432.00	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93
Appx. Annual	40,185.60	41,184.00	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20
50 Hourly	19.80	20.29	20.79	21.31	21.83	22.37	22.91	23.48	24.08	24.64	25.26
Appx. Bi-wkly	1,584.00	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80
Appx. Monthly	3,432.00	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40
Appx. Annual	41,184.00	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80
51 Hourly	20.29	20.79	21.31	21.83	22.37	22.91	23.48	24.08	24.64	25.26	25.88
Appx. Bi-wkly	1,623.20	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40
Appx. Monthly	3,516.93	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87
Appx. Annual	42,203.20	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40
52 Hourly	20.79	21.31	21.83	22.37	22.91	23.48	24.08	24.64	25.26	25.88	26.53
Appx. Bi-wkly	1,663.20	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40
Appx. Monthly	3,603.60	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53
Appx. Annual	43,243.20	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40
53 Hourly	21.31	21.83	22.37	22.91	23.48	24.08	24.64	25.26	25.88	26.53	27.18
Appx. Bi-wkly	1,704.80	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40
Appx. Monthly	3,693.73	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20
Appx. Annual	44,324.80	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40
54 Hourly	21.83	22.37	22.91	23.48	24.08	24.64	25.26	25.88	26.53	27.18	27.86
Appx. Bi-wkly	1,746.40	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80
Appx. Monthly	3,783.87	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07
Appx. Annual	45,406.40	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80
55 Hourly	22.37	22.91	23.48	24.08	24.64	25.26	25.88	26.53	27.18	27.86	28.53
Appx. Bi-wkly	1,789.60	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40
Appx. Monthly	3,877.47	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20
Appx. Annual	46,529.60	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40
56 Hourly	22.91	23.48	24.08	24.64	25.26	25.88	26.53	27.18	27.86	28.53	29.25
Appx. Bi-wkly	1,832.80	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00
Appx. Monthly	3,971.07	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00
Appx. Annual	47,652.80	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00
57 Hourly	23.48	24.08	24.64	25.26	25.88	26.53	27.18	27.86	28.53	29.25	29.98
Appx. Bi-wkly	1,878.40	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40
Appx. Monthly	4,069.87	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53
Appx. Annual	48,838.40	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40
58 Hourly	24.08	24.64	25.26	25.88	26.53	27.18	27.86	28.53	29.25	29.98	30.73
Appx. Bi-wkly	1,926.40	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40
Appx. Monthly	4,173.87	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53
Appx. Annual	50,086.40	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40
59 Hourly	24.64	25.26	25.88	26.53	27.18	27.86	28.53	29.25	29.98	30.73	31.49
Appx. Bi-wkly	1,971.20	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40	2,519.20
Appx. Monthly	4,270.93	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53	5,458.27
Appx. Annual	51,251.20	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40	65,499.20
60 Hourly	25.26	25.88	26.53	27.18	27.86	28.53	29.25	29.98	30.73	31.49	32.28
Appx. Bi-wkly	2,020.80	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40	2,519.20	2,582.40
Appx. Monthly	4,378.40	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53	5,458.27	5,595.20
Appx. Annual	52,540.80	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40	65,499.20	67,142.40
61 Hourly	25.88	26.53	27.18	27.86	28.53	29.25	29.98	30.73	31.49	32.28	33.07
Appx. Bi-wkly	2,070.40	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40	2,519.20	2,582.40	2,645.60
Appx. Monthly	4,485.87	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53	5,458.27	5,595.20	5,732.13
Appx. Annual	53,830.40	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40	65,499.20	67,142.40	68,785.60
62 Hourly	26.53	27.18	27.86	28.53	29.25	29.98	30.73	31.49	32.28	33.07	33.89
Appx. Bi-wkly	2,122.40	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40	2,519.20	2,582.40	2,645.60	2,711.20
Appx. Monthly	4,598.53	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53	5,458.27	5,595.20	5,732.13	5,874.27
Appx. Annual	55,182.40	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40	65,499.20	67,142.40	68,785.60	70,491.20
63 Hourly	27.18	27.86	28.53	29.25	29.98	30.73	31.49	32.28	33.07	33.89	34.73
Appx. Bi-wkly	2,174.40	2,228.80	2,282.40	2,340.00	2,398.40	2,458.40	2,519.20	2,582.40	2,645.60	2,711.20	2,778.40
Appx. Monthly	4,711.20	4,829.07	4,945.20	5,070.00	5,196.53	5,326.53	5,458.27	5,595.20	5,732.13	5,874.27	6,019.87
Appx. Annual	56,534.40	57,948.80	59,342.40	60,840.00	62,358.40	63,918.40	65,499.20	67,142.40	68,785.60	70,491.20	72,238.40

Ranges Eff. 06-25-2004	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
46 Hourly	18.27	18.73	19.18	19.66	20.15	20.65	21.16	21.68	22.21	22.76	23.34
Appx. Bi-wkly	1,461.60	1,498.40	1,534.40	1,572.80	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20
Appx. Monthly	3,166.80	3,246.53	3,324.53	3,407.73	3,492.67	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60
Appx. Annual	38,001.60	38,958.40	39,894.40	40,892.80	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20
47 Hourly	18.73	19.18	19.66	20.15	20.65	21.16	21.68	22.21	22.76	23.34	23.89
Appx. Bi-wkly	1,498.40	1,534.40	1,572.80	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20
Appx. Monthly	3,246.53	3,324.53	3,407.73	3,492.67	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93
Appx. Annual	38,958.40	39,894.40	40,892.80	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20
48 Hourly	19.18	19.66	20.15	20.65	21.16	21.68	22.21	22.76	23.34	23.89	24.48
Appx. Bi-wkly	1,534.40	1,572.80	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40
Appx. Monthly	3,324.53	3,407.73	3,492.67	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20
Appx. Annual	39,894.40	40,892.80	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40
49 Hourly	19.66	20.15	20.65	21.16	21.68	22.21	22.76	23.34	23.89	24.48	25.08
Appx. Bi-wkly	1,572.80	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40
Appx. Monthly	3,407.73	3,492.67	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20
Appx. Annual	40,892.80	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40
50 Hourly	20.15	20.65	21.16	21.68	22.21	22.76	23.34	23.89	24.48	25.08	25.71
Appx. Bi-wkly	1,612.00	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80
Appx. Monthly	3,492.67	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40
Appx. Annual	41,912.00	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80
51 Hourly	20.65	21.16	21.68	22.21	22.76	23.34	23.89	24.48	25.08	25.71	26.35
Appx. Bi-wkly	1,652.00	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00
Appx. Monthly	3,579.33	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33
Appx. Annual	42,952.00	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00
52 Hourly	21.16	21.68	22.21	22.76	23.34	23.89	24.48	25.08	25.71	26.35	27.00
Appx. Bi-wkly	1,692.80	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00
Appx. Monthly	3,667.73	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00
Appx. Annual	44,012.80	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00
53 Hourly	21.68	22.21	22.76	23.34	23.89	24.48	25.08	25.71	26.35	27.00	27.67
Appx. Bi-wkly	1,734.40	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60
Appx. Monthly	3,757.87	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13
Appx. Annual	45,094.40	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60
54 Hourly	22.21	22.76	23.34	23.89	24.48	25.08	25.71	26.35	27.00	27.67	28.35
Appx. Bi-wkly	1,776.80	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00
Appx. Monthly	3,849.73	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00
Appx. Annual	46,196.80	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00
55 Hourly	22.76	23.34	23.89	24.48	25.08	25.71	26.35	27.00	27.67	28.35	29.06
Appx. Bi-wkly	1,820.80	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80
Appx. Monthly	3,945.07	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07
Appx. Annual	47,340.80	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80
56 Hourly	23.34	23.89	24.48	25.08	25.71	26.35	27.00	27.67	28.35	29.06	29.79
Appx. Bi-wkly	1,867.20	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20
Appx. Monthly	4,045.60	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60
Appx. Annual	48,547.20	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20
57 Hourly	23.89	24.48	25.08	25.71	26.35	27.00	27.67	28.35	29.06	29.79	30.52
Appx. Bi-wkly	1,911.20	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60
Appx. Monthly	4,140.93	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13
Appx. Annual	49,691.20	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60
58 Hourly	24.48	25.08	25.71	26.35	27.00	27.67	28.35	29.06	29.79	30.52	31.29
Appx. Bi-wkly	1,958.40	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20
Appx. Monthly	4,243.20	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60
Appx. Annual	50,918.40	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20
59 Hourly	25.08	25.71	26.35	27.00	27.67	28.35	29.06	29.79	30.52	31.29	32.05
Appx. Bi-wkly	2,006.40	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20	2,564.00
Appx. Monthly	4,347.20	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60	5,555.33
Appx. Annual	52,166.40	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20	66,664.00
60 Hourly	25.71	26.35	27.00	27.67	28.35	29.06	29.79	30.52	31.29	32.05	32.86
Appx. Bi-wkly	2,056.80	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20	2,564.00	2,628.80
Appx. Monthly	4,456.40	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60	5,555.33	5,695.73
Appx. Annual	53,476.80	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20	66,664.00	68,348.80
61 Hourly	26.35	27.00	27.67	28.35	29.06	29.79	30.52	31.29	32.05	32.86	33.66
Appx. Bi-wkly	2,108.00	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20	2,564.00	2,628.80	2,692.80
Appx. Monthly	4,567.33	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60	5,555.33	5,695.73	5,834.40
Appx. Annual	54,808.00	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20	66,664.00	68,348.80	70,012.80
62 Hourly	27.00	27.67	28.35	29.06	29.79	30.52	31.29	32.05	32.86	33.66	34.47
Appx. Bi-wkly	2,160.00	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20	2,564.00	2,628.80	2,692.80	2,757.60
Appx. Monthly	4,680.00	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60	5,555.33	5,695.73	5,834.40	5,974.80
Appx. Annual	56,160.00	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20	66,664.00	68,348.80	70,012.80	71,697.60
63 Hourly	27.67	28.35	29.06	29.79	30.52	31.29	32.05	32.86	33.66	34.47	35.36
Appx. Bi-wkly	2,213.60	2,268.00	2,324.80	2,383.20	2,441.60	2,503.20	2,564.00	2,628.80	2,692.80	2,757.60	2,828.80
Appx. Monthly	4,796.13	4,914.00	5,037.07	5,163.60	5,290.13	5,423.60	5,555.33	5,695.73	5,834.40	5,974.80	6,129.07
Appx. Annual	57,553.60	58,968.00	60,444.80	61,963.20	63,481.60	65,083.20	66,664.00	68,348.80	70,012.80	71,697.60	73,548.80